

Bid No: JMRC/O&S/RS/2024-25/NIB/014

Price Rs.5900



JAIPUR METRO

BID DOCUMENT

**HOUSEKEEPING SERVICES FOR CLEANING, WAX POLISHING &
FLOOR POLISHING OF ROLLING STOCK AND HOUSEKEEPING OF
MANSAROVAR DEPOT**

Jaipur Metro Rail Corporation Limited
Directorate of Operations & Systems
Admin Building, MansarovarMetroTrain Depot,
BhriguPath, Mansarovar, Jaipur - 302020
Website: www.jaipurmetrorail.in
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NOTICE INVITING BID

Jaipur Metro Rail Corporation (JMRC) Ltd. Invites open online e-bids(two package system)for work "**CLEANING, WAX POLISHING & FLOOR POLISHING OF ROLLING STOCK AND HOUSEKEEPING OF MANSAROVAR DEPOT**"

KEY DETAILS

a)	Name of Work and NIB No.	CLEANING, WAX POLISHING & FLOOR POLISHING OF ROLLING STOCK AND HOUSEKEEPING OF MANSAROVAR DEPOT JMRC/O&S/RS/2024-25/NIB/014
b)	Approximate Cost of work (Including Manpower, Machine, Chemical/Consumable, Administrative expenditure, Profit, all compliance cost and GST etc.)	Rs. 1,91,99,368/-
c)	Bid Security Amount/EMD	Rs. 3,83,987.36/- (Approximate 2% of the Estimated Cost) (By Demand Draft / Bankers Cheque and Bank Guarantee payable in favour of Jaipur Metro Rail Corporation Limited as per Clause - 42 of RTPPR-2013 Being a service contract concessional bid security clause is not applicable in this bid.
d)	Cost of Bid form (non Refundable)	Rs. 5000/- + GST@18 % (Rs.5900/-)infavour of Jaipur Metro Rail Corporation.(Non-refundable) by Demand draft payable in favour of Jaipur Metro Rail Corporation Limited. Being a service contract concessional cost of bid form clause is not applicable in this contract.
e)	E - Bid Processing Fee (Non - Refundable)	Rs.2000/- by Demand Draft / Bankers Cheque, payable in favour of MD, RISL, Jaipur.
f)	Online Bid Document Availability Period	From 1700hrs <u>13 . 02</u> .2025 Upto 1300 hrs <u>18 . 03</u> .2025
g)	Date and Place of Pre Bid Conference	1130 hrs on <u>25 . 02</u> .2025 Conference Room-D10, Mansarovar Metro Train



		Depot, Workshop Building, Bhrigu path, Mansarovar Jaipur - 302020 Email: gmrs@jaipurmetrorail.in mgrs2@jaipurmetrorail.in, +91-7728895711
h)	Last date for receiving queries/ clarifications	1700 hrs on <u>25 . 02 . 2025</u>
i)	Up loading of Remarks of Metro Administration to the Issues raised in Pre bid conference.	17.00..... hours <u>04 . 03 . 2025</u> or Earlier
j)	Online submission start date	0900 hrs on <u>05 . 03 . 2025</u>
k)	Last Date for online submission of Bid	1500 hrs on <u>18 . 03 . 2025</u>
l)	Venue and Last Date and Time of physical submission of Cost of Bid Form, Bid Security, Processing Fee and Notarized Form G (On non-judicial stamp paper Rs. 500/-).	Upto.15.00...hrs.on. <u>18 . 03 . 2025</u> Office of Manager (Rolling Stock), Room-S09, Mansarovar Metro Train Depot, DCOS Building, Bhrigu path, Mansarovar Jaipur - 302020
m)	Time & Date of Opening of Online Technical Bid	On <u>18 . 03 . 2025</u> at <u>16.30</u> hrs.
n)	Venue of Opening of Online Bid	Office of General Manager (Rolling Stock), Room-D01, Mansarovar Metro Train Depot, Workshop Building, Bhrigu path, Mansarovar Jaipur - 302020
o)	Date, time and Venue for opening of Financial Bid of Technically qualified bidders.	Date, time and Venue of Financial Bid opening will be intimated to the Technically qualified bidders through letter/e-mail/phone
p)	Validity of Bid	120 days from the last date of submission of Bid
q)	Stipulated Date of Commencement of Work	Within seven days from the date of issue of "order to commence".
r)	Period of Completion	2 years from the stipulated date of commencement, extendable to a total period of 3 years or as per RTPPR-2013
s)	Performance Security	(5% of LOA Amount) in the form of Banker's Cheque/Demand Draft/ Bank guarantee of a Scheduled Bank in favour of "Jaipur Metro Rail

		Corporation Ltd." payable at Jaipur as per RTPPR-2013(Rules) Clause - 75.
t)	Eligibility Criteria	Minimum Eligibility criteria will be as per clause 1.1.4.1 of bid document.

The complete bid document can be downloaded from the state e-procurement website <https://www.eproc.rajasthan.gov.in> and interested bidders will have to submit their offer in electronic formats both for technical and financial proposal on this website with their digital signatures. The complete bid document can also be seen on Corporation's website www.transport.rajasthan.gov.in/jmrc and state procurement portal i.e., www.sppp.raj.nic.in.

Bidders who wish to participate in this bidding process must have registered on <https://eproc.rajasthan.gov.in>. To participate in online Bid, as per Information Technology Act, 2000, Bidders will have to obtain Digital Signature Certificate (DSC) from any agency approved by Controller of Certifying Authorities (CCA). Bidders who already have a Valid Digital Signature Certificate need not to obtain a new Digital Signature Certificate. This DSC will be used to sign the bids submitted online by the bidder. Unsigned bids will not be entertained and will be rejected out rightly.

DIRECTOR (O&S)
4thFloor, Room no. 404,Admin Building,
Mansarovar Metro Train depot,
Bhriгу path, Mansarovar, Jaipur - 302020



1 INSTRUCTIONS TO BIDDERS

1.1 GENERAL

Important Instruction: - The Law relating to procurement "The Rajasthan Transparency in Public Procurement Act, 2012" (hereinafter called the RTPP Act) and the "Rajasthan Transparency in Public Procurement Rules, 2013" (hereinafter called the RTPP Rules) under the said Act have come into force which are available on the website of State Public Procurement Portal <http://sppp.rajasthan.gov.in>. Therefore, the Bidders are advised to acquaint themselves with the provisions of the ACT and Rules before participating in the Bidding process. If there is any discrepancy between the provisions of the Act and Rules and this Bidding Document, the provisions of the ACT and Rules shall prevail. In clauses where references have been made of RTPP Act and RTPP Rules, Bidders are advised to look into the respective latest and updated clause of RTPP Act and Rules for detailed guidelines.

During contract period, contractor should follow and comply all Terms and Conditions/Guidelines as provided in FD GoR Circular Dated 30-04-2018 (copy enclosed as FORM - H) issued for procurement of manpower services.

1.1.1 GENERAL GUIDELINES:-

- A. This Bid Document does not purport to contain all the information that each bidder may require. Bidders are requested to conduct their own investigations and analysis and to check the accuracy, reliability and completeness of the information in this Bid Document before participating in the bid process. JMRC Ltd. makes no representation or warranty and shall incur no liability under any law, stature, rules & regulations in this regard. Information provided in this Bid Document is only to the best of the knowledge of JMRC Ltd.
- B. Bidders should read carefully the contents of this document. Each page of the Bid Document (including General Conditions of Contract), Addendum (if any) and other submissions, before submission of the bid, may be Numbered, Signed & Stamped, as a token of acceptance of terms and conditions of this bid. Any unsigned and unstamped document may not be considered for evaluation. The signature is required to be done by the bidder itself/ authorized signatory of the Bidder for which a valid power of Attorney shall be enclosed. All documents shall be submitted in English Language.
- C. Bidders may be single firms or may be members of a JV/Consortium. Bidders may read carefully the directions concerning the requirements for JV/Consortium.
- D. Bidders should provide all the required technical and associated information and attach supporting documents as earmarked / mentioned



- signed by the bidder / authorized signatory of the bidder and attested by competent authority wherever asked.
- E. For any query from bidder, JMRC reserves the right not to offer clarifications on any issue raised in a query. No extension of any deadline will be granted for JMRC having not responded to any query or not provided any clarification.
- F. Bidder should clearly note the date and time of submission of Bid. Late or delayed Bids will not be accepted by the website. Bidders are reminded that no supplementary material will be entertained by JMRC and Technical Evaluation will be carried out only on the basis of submissions received by JMRC by the date/ time of the bid submission. However JMRC may ask for any supplementary information, if required. **The bidder should furnish the same within 7 days of receipt of query from JMRC.** Any information received after stipulated date shall be liable to be rejected and bid shall be evaluated on original information only.
- G. It should be noted that JMRC will not discuss any aspect of the evaluation process. Bidders will deem to have understood and agreed that no explanation or justification of any aspect of the selection process will be given by JMRC.
- H. Bidders will not be considered if they make any false or misleading representations in statements / attachments. If any submission is found false or misleading, even at later stage i.e. after completion of process then also JMRC may annul the award of work and forfeit Performance/ Bid Security Amounts (if any available). Further the bidder may be blacklisted for participation in any future bid of JMRC.
- I. Bidders may remain in touch with the E-proc portal <https://www.eproc.rajasthan.gov.in> and JMRC's website www.jaipurmetro rail.in or state procurement portal www.sppp.raj.nic.in for any kind of latest Information. Addendum, Clarification, etc.
- J. Bidders shall be required to submit declaration under Section 7 of RTPPA, 2012 as per Annexure- B of bid document.
- K. All Bidders are hereby cautioned that Bids containing any material deviation or reservation and / or minor deviation without quoting the cost of withdrawal shall be considered as non responsive and shall be summarily rejected.
- L. Jaipur Metro Rail Corporation reserves the right to accept or reject any or all proposals without assigning any reasons. No Bidder shall have any cause of action or claim against the Jaipur Metro Rail Corporation for rejection of his proposal.
- M. Bidder is to carry out their self assessment in respect of their capacity in terms of manpower, machine and financial.**

1.1.2 OBJECTIVE OF THE BIDDER



- 1.1.2.1 Jaipur Metro Rail Corporation Ltd., having its corporate office at Admin Building, Metro Depot, Bhrigu path, Mansarovar, Jaipur - 302020(hereinafter referred to as the 'Corporation' is a Special Purpose Vehicle (SPV) set up by the Government of Rajasthan undertaking as a wholly owned state enterprise for execution of the Jaipur Metro Rail Project.
- 1.1.2.2 The Phase-I A of the system, i.e., the East West Corridor A from Mansarovar to Chandpole consisting of 9 stations shall have an underground station at Chandpole.
- 1.1.2.3 Also, JMRC has Phase-I B of the system, i.e., the East West Corridor from Chandpole to Badi Chaupar, consisting of 2 Underground stations at Badi Chaupar and Choti Chaupar.
- 1.1.2.4 The maintenance depot of the entire Phase 1 (Phase IA and Phase IB) is situated at Mansarovar, and 10 trainsets of four cars each are being operated between Mansarovar and Chandpole for the time being.
- 1.1.2.5 JMRC aims to provide a safe, comfortable and efficient transport system to its commuters. Cleanliness of the metro trainsto international standards is of paramount importance. The depot which forms the hub of the maintenance activities shall also reflect this key philosophy.
- 1.1.2.6 Through this Bid, JMRC seeks to shortlist a reputed contractor with requisite qualifications mentioned in the bid to undertake cleaning of the metro train and housekeeping of the maintenance depot .The Bidder will execute mechanized Cleaning and housekeeping works with the suitable, uniformed and trained personnel with the use of modern equipment's, machinery and eco- friendly chemicals.

1.1.3 INTRODUCTION

- 1.1.3.1 Jaipur Metro Rail Corporation invites Digitally Signed and Sealed open competitive Bids from interested and eligible housekeeping agencies for Mechanized cleaning and housekeeping works for the Bid No. JMRC/O&S/RS/2024-25/NIB/014for "CLEANING, WAX POLISHING &FLOOR POLISHING OF ROLLING STOCK AND HOUSEKEEPING OF MANSAROVAR DEPOT" by Jaipur Metro Rail Corporation Limited, hereinafter called the 'Employer', for Services in accordance with this Bid Package. The Bid consist of the



following documents, along with their Tables, appendices, addenda, corrigenda and errata if any.

- 1.1.3.2 **Note:-** Approved GCC and SHE Manual are uploaded and available on the JMRC website, By Signing the Bid document, firm agrees to accept the GCC and SHE. While framing the contract with the successful Bidder, the bidder shall sign the complete GCC and SHE document and submit it to the JMRC. The Contract will be governed by RTPPR 2013. Bid shall be prepared and submitted in accordance with the instructions given herein.

The Bidders may obtain or clarify further information in respect of these Bid documents from the

Office of Manager (Rolling Stock),
Room-D26, Mansarovar Metro Train Depot,
Workshop Building, Bhriгу path, Mansarovar
Jaipur - 302020
Email: gmsr@jaipurmetrorail.in and mgrs2@jaipurmetrorail.in
Contact No.: +91-7728895711

- 1.1.3.3 Some essential data/requirements pertaining to this Bid along with reference to Clause numbers of this volume where full details have been given are detailed below

- a. The complete Bid Document can be downloaded from the state e-procurement website <https://www.eproc.rajasthan.gov.in> and interested bidders will have to submit their offer in electronic formats both for technical and financial proposal on this website with their digital signatures. The complete bid document can also be seen on Corporation's website www.transport.rajasthan.gov.in/jmrc and state procurement portal i.e., www.sppp.raj.nic.in.
- b. Bidders who wish to participate in this Bidding process must register on <https://eproc.rajasthan.gov.in> to participate in online Bid, as per Information Technology Act, 2000, Bidders will have to obtain Digital Signature Certificate (DSC) from any agency approved by Controller of Certifying Authorities (CCA). Bidders who already have a Valid Digital Signature Certificate need not to obtain a new Digital Signature Certificate. This DSC will be used to sign the bids submitted online by the bidder. Unsigned bids will not be entertained and will be rejected outright.



1.1.4 QUALIFICATION REQUIREMENTS

1.1.4.1 **ELIGIBILITY CRITERIA:** The bidder should meet all the eligibility criteria as mentioned below :-

a.) Initial Requirements: -The bidder should not have been debarred either by procuring entity or State Govt. in pursuance to the process of debarment specified in RTPPR, 2013.

Eligibility Conditions

b.) Work Experience: Experience of having satisfactorily completed similar works during last 5 financial years period ending last day of the month previous to the one in which the Bids are invited (if work is under progress due to positive variation by the client then satisfactory performance certificate issued by the client should be submitted) should be either of the following:-

i. Three similar satisfactorily completed works each costing not less than the amount equal to approx. 40% of the Estimated Cost. Bidder has to submit performance report of completed work. In case of Bidder has already worked for Jaipur Metro Rail Corporation Limited they have to submit performance report issued by Competent Authority, JMRC.

or

ii. Two similar satisfactorily completed works each costing not less than the amount equal to approx. 50% of the Estimated Cost. Bidder has to submit performance report of completed work. In case of Bidder has already worked for Jaipur Metro Rail Corporation Limited they have to submit performance report issued by Competent Authority, JMRC.

or

iii. One similar satisfactorily completed work costing not less than the amount equal to approx. 80% of the Estimated Cost. Bidder has to submit performance report of completed work. In case of Bidder has already worked for Jaipur Metro Rail Corporation Limited they have to submit performance report issued by Competent Authority, JMRC.

c.) Financial Standing (Annual Turnover): The average annual turnover of applicant during last three audited financial years (2021-22, 2022-23 & 2023-24) should not be less than 40% of estimated cost. To substantiate the Annual Turnover, Contractor needs to submit the Chartered Accountant (CA) Certificate.

d.) Definition of Similar work: -Experience in Mechanized Cleaning and housekeeping work in any Govt. Department/Railways/Metro organizations /



PSU's / Autonomous Bodies or Airports. Experience in private sector will not be considered.

- e.) Firm/Bidder shall not be blacklisted by Central Government, any State Government or any Government agency or Public sector undertaking (PSU). Firm shall submit an undertaking to this effect as per Form G.
- f.) Firm/Bidder shall not be defaulter by EPFO and notice under Section 7 A of Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (EPF Act) is not issued by EPFO. Firm shall submit an undertaking to this effect as per Form G.
- g.) Applicant/Bidder should have valid PF registration and ESI registration. Bidder shall submit last 3 month EPF challan, Registration certificate (Under Employees' Provident Fund and Miscellaneous Provisions Act, 1952) and registration certificate (under Employee's State Insurance Act, 1948) with technical bid document.
- h.) Bidder should have valid ISO 9001: 2015 certification. The Cleaning & Housekeeping works are to be carried out as per International norms/ standards and in such a manner that all premises always look neat & clean. Eco friendly chemicals / reagents to the extent possible shall be used. Similarly, the waste disposal is also carried out in totally sealed manner without affecting the Environment by contractor.
- i.) The bidder firm should be in existence at least for last five years excluding the current financial year (i.e. formed on or before 01.04.2019)
- i. Copy of Registration certification of the firm / partnership deed / Certificate of Incorporation etc.
- OR
- Copy of Articles of Association & Memorandum of Association (if applicable)
- ii. Income Tax Registration (Copy of PAN Card)
- iii. Copy of GST Registration number
- j.) Applicant/Bidder should have valid labour license registration for employing minimum fifty (50) labour under Contract Labour (regulation & Abolition) Act, 1970. Bidder shall submit Copy of license issued by the Labour Dept. with the bid document.

Note:-

- A. Original Undertaking on non-judicial stamp paper of the value of Rs.500/- under "Form G" need to be submitted with original financial instruments for Bid cost, Bid security and Processing Fee before stipulated date and time .



B. All uploaded documents need to be digitally signed, else such documents shall not be considered.

1.1.4.2 Each agency shall submit only one Bid either himself or as a partner / Lead Constituent in a joint venture/consortium for the work. The Bidder who submits more than one Bid for the same work will be disqualified. All Bids submitted shall include all the information as desired herein.

1.1.4.3 General information of the Bidder shall be furnished in clause 4.11(Form T-1). Copies of original documents defining the constitution and legal status, certificate of registration and ownership, principal place of business of the company, corporation, firm or partnership or if a joint venture including consortium, of each party thereto constituting Bid will also be required to be furnished. All the group members in a joint venture will be jointly and severally responsible for the performance under the contract.

1.1.4.4 In the case of Bidder being a joint venture of two or more firms or companies as partners or as members of consortium as the case may be, joint venture data must be furnished in the format prescribed (clause 4.11 Form T-1) along with the documents as mentioned therein. The following requirements shall also be complied with.

- a. The Bid, and, in the case of a successful Bid, the Form of agreement, shall be individually signed so as to be legally binding on all partners/constituents as the case may be.
- b. In case of partnership, one of the partners shall be nominated as being in charge as lead or prime partner and this authorization shall be evident by submitting a power of attorney signed by the partner or legally authorized signatories of all the partners. In case of consortium, It will similarly authorize a person to be in-charge and this authorization shall be evident by a power of attorney in favour of that person.
- c. The partner in-charge or the person in-charge as aforesaid shall be authorized to incur liabilities and receive instructions for and on behalf of any and all the partners of the joint venture or constituents of the consortium and the entire execution of the contract including payment shall be carried out exclusively through the partner in-charge of joint venture and person in-charge of a consortium.
- d. All partners of the joint venture or constituents of the consortium shall be liable jointly and severally for the execution of the contract in



accordance with the contract terms and a relevant statement to this effect shall be included in the authorization mentioned under (b) above as well as in the form of Bid and the form of agreement (in case of a successful Bid).

- e. In the event of default by any partner in the case of a joint venture and constituent in the case of a consortium in the execution of his part of the contract, the partner/person in-charge will have the authority to assign the work to any other party acceptable to the employer to ensure the execution of that part of the contract.
- f. A copy of the agreement entered into by the joint venture/consortium partners shall be submitted along with the Bid.

1.1.4.5 In case the Bidder is an Association, consortium or joint venture, the Bidder shall provide the following:

- a) The memorandum of understanding / joint venture agreement duly notarized indicating.
- b) Nomination of one of the members of the association, consortium or joint venture to be in-charge or lead member. This authorization shall be issued by the legally authorized signatories of all members of the association, consortium or joint venture.
- c) Details of the intended percentage participation given by each member, with complete details of the proposed division of responsibilities and corporate relationships among the individual members.
- d) Each member of the association, consortium or joint venture shall be jointly and severally liable for the under taking of this contract.

e) Eligibility for JV/Consortium:-

- i.) There can be a maximum of 3 (three) members in a JV/Consortium.
- ii.) The technical and financial capabilities of only those members with equity stake equal to or greater than 26% in the JV/Consortium shall be considered relevant for evaluation. It is clarified that the technical experience and financial capabilities of any other Group Company or holding company or subsidiary company of any bidder / JV/Consortium member shall not be considered for evaluation unless such company is also a part of the JV/Consortium with minimum 26% stake in the shareholding of the JV/Consortium.
- iii.) The JV/Consortium as a whole (with cumulative effect) may satisfy the eligibility criteria i.e. the Technical Bid.



- iv.) Each JV/Consortium must specify the proposed equity shareholding (FORM-I) and nominate a Lead Member of the consortium. This shall be enshrined in the Memorandum of Agreement signed by all JV/Consortium members and submitted along with the Bid. The Consortium agreement should be on non-judicial stamp paper signed by each & every authorized signatory along with their copy of authorized Power of Attorney duly notarized. A draft of the consortium agreement is there at FORM- J of this Bid Document.
- v.) If the successful bidder is a consortium of firms, the Contract Agreement shall be signed with entire consortium i.e. all the consortium members shall be party to the Contract Agreement.
- vi.) There will be no change in the consortium's proposed shareholding structure in the submitted Bid, till the completion of the contract in all respect.
- vii.) (i) all parties to the Joint Venture shall sign the bid and they shall be jointly and severally liable; and
- viii.) (ii) a Joint Venture shall nominate a representative who shall have the authority to conduct all business for and on behalf of any or all the parties of the Joint Venture during the bidding process. In the event the bid of Joint Venture is accepted, either they shall form a registered Joint Venture company/firm or otherwise all the parties to Joint Venture shall sign the Agreement.
- ix.) All members of the JV/Consortium shall be liable jointly and severally, for the execution of the project in accordance with the terms of the Contract Agreement. However, a single performance guarantee from the lead member only shall be submitted for the consortium.
- x.) Any individual bidder or member of a JV/Consortium cannot be a member in another JV/Consortium and participate in this Bid.
- xi.) Any member of JV/Consortium shall not have been blacklisted/debarred.

1.1.4.6 The Bidders shall submit a written power of attorney authorizing the signatory to sign the Bid document on behalf of the Bidder. Each page of Bid shall be signed by the authorized signatory of the Bidder. Power of Attorney in favour of the signatory will be required to be furnished.

1.1.4.7 Power of Attorney in favor of the signatory will be required to be furnished as detailed in Clause 1.4.6



- 1.1.4.8 Cancellation or creation of a document such as Power of Attorney, Partnership deed, Constitution of firm etc., which may have bearing on the Bid/contract, shall be communicated forthwith in writing by the Bidder to the Procuring Entity(PE).
- 1.1.4.9 In the details of information submitted by the applicants at the stage of Bid if any information found incorrect or suppressed, the Bid may not be considered or contract will be cancelled without any financial claim/arbitration from the Bid. The applicant is required to certify in the statement placed at Annexure-A(clause 4.20).
- 1.1.4.10 Each Bidder, or any associate will be required to confirm and declare in the Bid submittal that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other items of work related to the award and performance of this contract. They will have to further confirm and declare in the submittal that no agency commission or any payment which may be construed as an agency commission has been, or will be paid and that Bid price will not include any such amount.

1.1.5 COST OF BIDDING

- 1.1.5.1 The agency shall bear all costs associated with the preparation and submission of his Bid and the Employer will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Bidding process.

1.1.6 SITE VISIT

- 1.1.6.1 Any site information / schedule of works given in this Bid document are for guidance only. The Bidder is advised to visit and examine the Site of Works and its surroundings at his/their cost and obtain for himself on his own responsibility, all information that may be necessary for preparing the Bid and entering into a Contract.
- 1.1.6.2 The agency shall be deemed to have inspected the Site and its surroundings beforehand and taken into account all relevant factors pertaining to the Site in the preparation and submission of the Bid. No claim on account of any reference to the site shall be considered after submission of bid.



1.2 BID DOCUMENTS

1.2.1 CONTENTS OF BID DOCUMENTS

1.2.1.1 The Bidder is expected to examine carefully all the contents of the Bid documents including instructions, conditions, forms, terms, specifications and take them fully into account before submitting his offer. Failure to comply with the requirements as detailed in these documents shall be at the Bidder's own risk. Bids, which are not responsive to the requirements of the Bid documents, will be rejected.

1.2.2 AMENDMENT IN BID DOCUMENTS

1.2.2.1 At any time prior to the deadline for the submission of Bids, JMRC may, for any reason, whether at his own initiative or in response to a clarification or query raised by a prospective Bidder, modify the Bid documents by an amendment.

1.2.2.2 The said amendment in the form of an **addendum** will be uploaded on website only. All Bidders may remain in touch with the E-proc portal <https://www.eproc.rajasthan.gov.in> and JMRC's website <https://www.transport.rajasthan.gov.in/jmrc> or state procurement portal <https://www.sppp.raj.nic.in> for any kind of latest Information, Addendum, Clarification, etc.

1.2.2.3 In order to afford prospective Bidders reasonable time for preparing their Bids after taking into account such amendments, JMRC may, at his discretion, extend the deadline for the submission of Bids in accordance with clause 1.5 of ITB.

1.2.2.4 Any change in opening date etc. shall only be intimated through website <https://www.eproc.rajasthan.gov.in>.

1.3 PREPARATION OF BIDS

1.3.1 LANGUAGE OF TENDER

1.3.1.1 The Bid prepared by the Bidder and all correspondence and documents relating to the Bid exchanged between the Bidder and the Procuring Entity (PE) shall be in the English language.

1.4 DOCUMENTS COMPRISING THE BID

1.4.1 BID PACKAGE



1.4.1.1 General:

Contractor must be agreed with the conditions as mentioned in Annexure-"A"(clause 4.20)(Obligation / Compliance to be ensured by Contractor). If contractor is not willing to comply for conditions as per Annexure-"A"(clause4.20), it will be considered as ineligible to participate.

1.4.1.2 A single-stage two envelope selection procedure shall be adopted. The bid is divided into two parts, viz. Technical Bid and Financial Bid:

1.4.1.2.1 **TECHNICAL BID:** This Part should contain the Technical Bid consisting of a pdf copy of this Bid Document with each page digitally signed by the Bidder in acceptance of the terms and conditions therein, along with scanned copy of all the required documents, comprising the following:

a) Bid cost, bid security and processing fee

- i. These original Instruments should be submitted with forwarding letter mentioning the NIB No., Name of Work and particulars of these financial instruments.
- ii. At the backside of every instrument, firm needs to mention Name of Firm, NIB No. and Mobile No. of authorized signatory of the firm.
- iii. Scanned copy of Bid cost, Bid security and Processing Fee Instruments need to be submitted with the online bid and these original instruments are to be submitted as per schedule mentioned in NIB.
- iv. If firm fails to submit the original instruments in the desired form and amount by the stipulated date and time then its Technical and Financial Bids shall not be opened and it shall be summarily rejected.
- v. If scanned copy of any or all of these instruments (i.e. Cost of Bid Form, Processing Fee and Bid Security) Submitted with Technical Bid does not match with the original instruments submitted by the firm then Technical and Financial Bids Submitted by the firm shall be liable for rejection.

b) Notarized Form G: A scanned copy of Notarized Form G on non-judicial stamp paper of Rs. 500/- need to be submitted with the online technical bid and original copy of Notarized Form G on non-judicial stamp paper of Rs. 500/- is to be submitted before last date of submission physically as per Key Details of NIB . If firm fails to submit the original copy of Notarized Form G on non-judicial stamp



paper of Rs. 500/- by the stipulated date and time then its Technical and Financial Bids shall not be opened and it shall be summarily rejected.

c) **Copy of the Bid Document** - The bidder shall enclose digitally signed and stamped, (lead member in case of Consortium) copy of the Bid Document except the Financial Bid (BOQ). Bids, digitally signed without any of the information desired in the prescribed formats will not be considered. Besides this all other associated / required documents shall be submitted duly numbered and digitally signed/ stamped by the bidders.

d) All applicable Annexure/Proforma shall be duly filled/submitted by the bidder with technical bid as below:

	Formats Details	FORMATS
1.	Form of Bid with Appendix	A
2.	Bank Guarantee for Bid Security	B
3.	Statement of Deviations	C
4.	Format of Bank Guarantee for Performance Security	D
5.	Form of Agreement	E
6.	Power of Attorney	F
7.	UNDERTAKING TO BE SUBMITTED BY BIDDER ALONG WITH THE FINANCIAL INSTRUMENTS	G
8.	FD GoR Circular Dated 30-04-2018	H
9.	DECLARATION BY JV/CONSORTIUM	I
10.	Consortium Agreement/Memorandum of Agreement	J
11.	General Information & Joint Venture Data	T-I
12.	Experience Record	T-II
13.	Resources Proposed for the Work- Personnel	T-III
14.	Resources Proposed for the work- Machinery & Equipment	T-IV
15.	Financial Data	T-V
16.	List of Indoor/outdoor plants	T-VII
17.	Indemnity (By Contractor)	T-VIII
18.	Indemnity (By Contractor's Staff)	T-IX
19.	Format of Curriculum Vitae	T- X
20.	Form of Bank Details For E-Payment	T-XI
21.	Obligation/Compliance to be insured by contractor	Annexure A
22.	Declaration by the bidder regarding	Annexure B



	qualifications	
23.	Grievance redressal during procurement process	Annexure C
24.	Checklist of documents to be submitted with the Bid	Annexure D

e) In case of a joint venture/consortium, information as required under clause 1.1.4.4, in respect of each partner/company including Forms T-II to T-V will be required to be furnished. Additional sheets may be used wherever necessary.

f) Documents as listed below:

- i. Notice Inviting Bid
- ii. Instructions to Bidders
- iii. Special Conditions of Contract
- iv. Technical Specifications and Scope of Work

g) All such Annexure should be duly filled, signed & scanned (in pdf format) and digitally signed on each page and to be submitted online as part of technical bid.

1.4.1.2.2 FINANCIAL BID – BILL OF QUANTITIES

- a) The Financial Bid shall be submitted online through the prescribed website as per the instructions on the webpage therein. The prices shall be submitted online in the Financial Bid Format given as **ANNEXURE E: FINANCIAL BID (BILL OF QUANTITIES)** of Bid enclosed. These prices should include all costs associated with the contract.
- b) Utmost care be taken to upload Financial Bid. Any change in the format of Financial Bid file shall render it unfit for bidding. Following Steps may be followed in submission of Financial Bid:
 - i. Download format of Financial bid in XLS format (Password protected file).
 - ii. This XLS file is password protected file. Don't unprotect the file. Price has to be filled in this file and the same has to be uploaded.
 - iii. Fill Bidder Name, Rates for services shall be filled in relevant column in down loaded Financial Bid format as specified (in XLS format only) in green back ground cells. Don't fill in any other back ground cells.
 - iv. Save filled copy of downloaded financial bid file in your computer and remember its name & location for uploading correct file (duly filled in) when required.



- 1.4.1.3 Documents to be submitted by the Bidder under Bid package have been described under the respective Clause 1.4.1. This list of documents has been prepared mainly for the convenience of the Bidder and any omission on the part of the Employer shall not absolve the Bidder of his responsibility of going through the various clauses in the Bid Documents including the specifications and to submit all the details specifically called for (or implied) in those clauses.
- 1.4.1.4 All documents issued for the purposes of Bidding as described in this document and any amendment issued in accordance with Clause 1.2.2 shall be deemed as incorporated in the Bid.

1.4.2 BID PRICES

- 1.4.2.1 The Bidder is required to quote for all the items as per Bid documents.
- 1.4.2.2 The rate and prices quoted by the Bidder will include all tax liabilities and the cost of insurance to this contract and shall be subject to adjustment during the performance of the Contract, to reflect variation in the cost of labor, material components, plant, and other general variations, in accordance with the procedure specified in Special Conditions of Contract. The price adjustment provision will not be taken into consideration in Bid evaluation.
- 1.4.2.3 The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.
- 1.4.2.4 Bidder is required to quote for items as per Bid document. The Bidder should submit his Bid, which conforms to Bid documents, without material deviations, omissions or reservations. No material deviations or reservations shall be permitted. Bid shall be deemed to comply with all the requirements in the Bid documents including employer's requirements irrespective of any mention to the contrary, anywhere else in the Bid.
- 1.4.2.5 The Rate and Prices quoted by the Bidder shall be applicable for the duration of the contract. No revision in BOQ prices shall be admissible on account of any other change in PF/ESIC rates or other statutory provisions whatsoever. The bidders shall account for all these statutory provisions while quoting the price.
- 1.4.2.6 The rate quoted shall be reasonable and not unbalanced. If the Procuring Entity comes across any unbalanced rates, he may



require the Bidder to furnish detailed analysis to justify the same. **If after its examination, the Procuring Entity still feels the rates to be unbalanced, he may ask the Bidder for additional performance Security or other safeguards to protect Employer's interest against financial loss.** If the Bidder fail to comply with this, his Bid shall be liable to be rejected by the Employer.

- 1.4.2.7 The Bidder shall keep the contents of his Bid and rates quoted by him confidential.
- 1.4.2.8 The Bidder should quote his rates in the Bid without taking into the consideration of GST. GST will be reimbursed on actual basis of claim.
- 1.4.2.9 TDS (GST, Income Tax etc.) and other statutory deductions as applicable will be deducted from every monthly bill by JMRC.
- 1.4.2.10 The Bidder shall keep the contents of his Bid and rates quoted by him confidential.
- 1.4.2.11 The Bidder shall as far as possible utilize Indian labor and staff and materials as approved by JMRC.

1.4.3 CURRENCIES OF THE BID

- 1.4.3.1 Bid prices shall be quoted in Indian Rupees (INR) only.

1.4.4 BID VALIDITY

- 1.4.4.1 The Bid shall remain valid and open for acceptance for a period of 120 days from the Last date of submission of Bid.
- 1.4.4.2 In exceptional circumstances, prior to expiry of the original Bid validity period, the Procuring Entity (PE) may request the Bidders for a specified extension in the period of validity. The request and the response there to shall be made in writing or by fax or by email. A Bidder may refuse the request without forfeiting his Bid security. A Bidder agreeing to the request, shall not be required or permitted to modify his Bid but will be required to extend the validity of his Bid security correspondingly.

1.4.5 BID SECURITY/EMD

- 1.4.5.1 The Bidder shall furnish, as Bid security, an amount as mentioned in key details of Notice Inviting Bid. Being a service contract concessional bid security clause is not applicable in this bid.
- 1.4.5.2 The Bid security may be given in form of a banker's cheque or demand draft or Bank Guarantee in specified format, of a scheduled bank in favour of Jaipur Metro Rail Corporation Ltd., payable at Jaipur. The Bid Security must remain valid thirty days beyond the original or extended validity period of the bid.



- 1.4.5.3 The format of the Bank Guarantee shall be generally in accordance with the sample form of Bid security (Form B) included in this volume of Bid documents. Other formats may be permitted subject to the prior approval of the Employer. Bank guarantee shall be irrevocable and operative for a period not less than 30 days beyond the validity of the Bid (150 days from the stipulated date of opening of Bid). Any Bid not accompanied by an acceptable Bid security will be summarily rejected by the Procuring Entity(PE) treating as non-responsive.
- 1.4.5.4 The Bid securities of unsuccessful Bidders shall be discharged/returned by the Employer as promptly as possible, but not later than 30 days after the expiration of the period of Bid validity as defined in Clause 1.4.4. In this connection, Clause 1.6.3.3 may also be referred to.
- 1.4.5.5 The Bid security of the successful Bidder shall be returned upon the Bidder executing the Contract Agreement after furnishing the required performance guarantee for performance, as mentioned in Clause 1.6.4.1
- 1.4.5.6 The Bid security shall be forfeited:
- a. If a Bidder withdraws its Bid during the period of Bid validity, or
 - b. If the Bidder does not accept the correction of its bid price in terms of Clause 1.5.9 or
 - c. In the case of a successful Bidder, if it fails to:
 - i. Furnish the necessary performance guarantee for performance security as per Clause 1.6.5 and/or
 - ii. Enter into the Contract within the time limit specified in Clause 1.6.4No interest will be payable by the Employer on the Bid security amount cited above.
- 1.4.5.7 No interest will be payable by the Employer on the Bid Security amount cited above.

1.4.6 FORMAT AND SIGNING OF BID

- 1.4.6.1 If the Bid is submitted by a proprietary firm it shall be signed by the proprietor above his full name and the full name of his firm with its current address.
- 1.4.6.2 If the Bid is submitted by a firm in partnership, it shall be digitally signed by a partner holding the power of Attorney for the firm. A certified copy of the Partnership deed and power of attorney shall accompany the Bid. Alternatively, it shall be signed by all the partners.



- 1.4.6.3 If the Bid is submitted by a limited company or a limited corporation, it shall be digitally signed by a duly authorized person holding the power of attorney for the firm. A certified copy of the power of attorney shall accompany the Bid.
- 1.4.6.4 If a Bid is submitted by a joint venture or consortium of two or more firms, it shall submit complete information pertaining to each firm in the joint venture or consortium and state along with the Bid as to which one of the firms shall have the responsibility for Bidding and for completion and due performance of the Contract and also furnish evidence admissible in law in respect of the authority assigned to such firm on behalf of the joint venture or consortium for Bidding, completion and due performance of the Contract. Full information and satisfactory evidence pertaining to the participation of each member of the joint venture or consortium in the Bid shall be furnished along with the Bid. All members shall be jointly and severally responsible to the Employer. Provisions under Clause 1.1.4.2 may be referred to in this connection.
- 1.4.6.5 The documents required to be submitted by the Bidder will be as described under Clause 1.4.1 herein.
- 1.4.6.6 The bidder shall enclose digitally signed and stamped, (lead member in case of Consortium) copy of the Bid Document except BOQ. Besides this all other associated / required documents shall be submitted duly numbered and digitally signed/ stamped by the bidders. All applicable Annexures/Proformas shall be duly filled by the contractor.
- 1.4.6.7 In case of all documents listed above, the person signing the documents shall be one who is duly authorized in writing by or for and on behalf of the Bidder and/or by a Statute Attorney of the Bidder. Such authority in writing in favour of the person signing the Bid and/or notarized certified copy of the Power of Attorney as the case may be, shall be enclosed along with the Bid.
- 1.4.6.8 The complete Bid shall be without alterations, overwriting, interlineations or erasures except those to accord with instructions issued by the Employer, or as necessary to correct errors made by the Bidder. All amendments / corrections shall be Initialed by the person signing the Bid.
- 1.4.6.9 All witnesses and sureties shall be persons of status and probity and their full names, Occupations and addresses shall be written below their signatures.



1.5 SUBMISSION OF BID

1.5.1 SEALING AND MARKING OF BID

1.5.1.1 Online Bid will have to be digitally signed and submitted in a time stamped electronic sealed box on <http://eproc.rajasthan.gov.in>.

1.5.1.2 PREPARATION FOR ONLINE SUBMISSION:

1.5.1.2.1 To participate in online bidding process, Bidders must procure a Digital Signature Certificate as per Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, safecrypt, Ncode, etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.

1.5.1.2.2 The Bidder should get himself registered on procurement portal (<https://eproc.rajasthan.gov.in>) and create users and assign roles on this portal. Further to this, bidder shall download Notice Inviting Bids (NIB) and copy of Bid Document from this site.

1.5.1.3 Deadline for Submission of Bids:-Bids shall be received online on website <http://eproc.rajasthan.gov.in> with uploading of all relevant document not later than the time and date communicated by the department or extended date thereof.

1.5.1.4 PRE-BID CONFERENCE.

1.5.1.4.1 A Pre-Bid conference shall be held on the date and location given in Notice Inviting Bid.

1.5.1.4.2 The purpose of conference will be to clarify issues and to answer the question on any matters that may be raised at that stage.

1.5.1.4.3 The Bidder is requested to submit any question in writing or fax or email, to reach the employer not later than the last date of seeking clarification as mentioned in key details.

1.5.1.4.4 The text of the questions raised by the Bidder and the response given will be transmitted without delay to all purchasers of the Bids documents. Any modification of Bid documents, which may become necessary as result of the Pre Bid Conference, shall be made by the employer exclusively the issue of an Addendum/clarification/corrigendum.

1.5.1.4.5 Non attendance at the Pre-bid meeting will not be a cause for disqualification of a Bidder.

1.5.2 SUBMISSION OF BID

1.5.2.1 The Bid will be submitted online only at web site <http://eproc.rajasthan.gov.in>. In no case, Bid will be submitted physically.

1.5.2.2 ON LINE SUBMISSION:-



- 1.5.2.2.1 Bidder shall submit their Bid in electronic format digitally signing the same. Bidder (authorized signatory) shall submit their offer on-line in Electronic formats. The Bid should contain scanned copy of Financial Instruments (Cost of Bid Form, E-Bid Processing Fee & Bid Security) and Form G. However, the original financial instrument for Cost of Bid Form, E-Bid Processing Fee & Bid Security and Form G (On Rs. 500/- stamp paper) should be submitted physically in Bid box at the following address of JMRC by the scheduled date and time as per NIB.

Office of Manager (Rolling Stock),
D26, Mansarovar Metro Train Depot,
Workshop Building, Bhripath,
Mansarovar Jaipur – 302020

- 1.5.2.2.2 All pages of the Bid document and the addendums/amendments uploaded by the JMRC on the website <http://eproc.rajasthan.gov.in> shall be deemed to have been Initialed and accepted by the persons signing the bid when they submit their electronic bid.
- 1.5.2.2.3 The documents listed in ITB along with the addenda uploaded till the date of Bid submission, shall be filled by the Bidder to bind the Bidder to the contract. All the pages of the Bid and documents shall be digitally signed.
- 1.5.2.2.4 The uploaded documents for technical-bid or earnest money or Bid fee or processing fee or any other document required for e-Bidding cannot be changed after closing date of Bid and same documents are to be produced in original physical form in the office whenever asked to do so.
- 1.5.2.2.5 Utmost care be taken to name the files /documents to be uploaded on portal. There should not be any special character or space in the name of file, only underscores are permissible. All Bids in which any of the prescribed conditions are not fulfilled or which have been vitiated by errors in calculations, totaling or other discrepancies or which contain over-writing in figures or words or corrections not digitally Initialed/ Initialed and dated, may be liable to rejection.
- 1.5.2.2.6 Bids sent telegraphically or through other means of transmission (Email, Tele-fax etc.), which cannot be delivered in a sealed envelope, shall be treated as defective, invalid and shall stand rejected.
- 1.5.2.2.7 The uploaded documents for e-bidding cannot be changed after closing date of bid and same documents are to be produced in original physical form in the office whenever asked to do so.

1.5.2.3 PHYSICAL SUBMISSION OF FINANCIAL INSTRUMENTS



Financial instruments (DD/BC/BG) and Undertaking of "Form G" must be schedule date and time at the office of

Office of Manager (Rolling Stock),
D26, Mansarovar Metro Train Depot,
Workshop Building, Bhrigu path,
Mansarovar , Jaipur - 302020
Cont. No.- 7728895711

- i. It shall be the responsibility of the Bidders to ensure that his financial instruments reach the designated place/office before the dead line for submission.
- ii. Financial instruments received after due date and time shall not be accepted.
- iii. JMRC will not be responsible for delay, loss or non receipt of Financial instruments DD/BG/BC etc by post or courier.
- iv. JMRC will not be responsible for financial instruments delivered to any other place/person in JMRC (like DAK section etc.) other than the designated office and do not reach the designated officers before the deadline for its submission.

1.5.3 LATE BID

- 1.5.3.1 Any bid after prescribed date and time as per NIB, will not be received on website. JMRC will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid well advance in time so as to avoid last minute issues like slow speed; choking of web site due to heavy load or any other unforeseen problems.

1.5.4 BID OPENING AND PRELIMINARY EVALUATION

1.5.4.1 Bid Opening

- 1.5.4.1.1 The bids will be opened online on website at the time and date as per schedule specified in the Notice Inviting Bid in the presence of Bidder(s) or their authorized representative(s) who may choose to be present at the time of bid opening, if the bidder wishes. Participating bidders can view and access the outcome of technical bid online also. The bids shall be opened in two stages. In first stage the pre-qualification bid shall be opened and evaluated. The financial part shall be opened of responsive bidders pre-qualified by competent authority, at a later date, which will be informed to all responsive and pre-qualified bidders.
- 1.5.4.1.2 In first stage, pre-bid of the bids will be opened. The bidders' names, the presence (or absence) of Earnest Money, and other details such as deviations proposed in Covering letter, financial & technical eligibility etc. will be announced by the Bid Opening Committee at the time of opening or same shall be made available at the web-site.



1.5.4.2 Preliminary Examination of Bids

- 1.5.4.2.1 The contents of the pre-bid documents of the individual bids will be examined summarily in order to assess their formal conformity and agreement with the instructions and guidance to the Bidders and the completeness. Any bid not conforming to any of these requirements may be disqualified forthwith at the discretion of Jaipur Metro Rail Corporation.
- 1.5.4.2.2 Financial Bid of all technically qualified bidders, who qualify the technical evaluation will be opened on the date and time intimated to all such bidders separately by email. Bidders are also advised to keep abreast of the website for announcement of the date.

1.5.5 PROCESS TO BE CONFIDENTIAL

- 1.5.5.1 Except the public opening of Bid, information relating to the examination, clarification, evaluation and comparison of Bids and recommendations concerning the award of Contract shall not be disclosed to Bidders or other persons not officially concerned with such process.
- 1.5.5.2 Any effort by a Bidder to influence the Procuring Entity(PE) in the process of examination, clarification, evaluation and comparison of Bids and in decisions concerning award of contract, may result in the rejection of the bidder's bid.

1.5.6 CLARIFICATION OF BIDS

- 1.5.6.1 To assist in the examination, evaluation and comparison of Bids, the Procuring Entity(PE) may ask Bidders individually for clarification of their Bids, including breakdowns of prices. The request for clarification and the response shall be in writing or telefax or email but no change in the price or substance of the Bid shall be sought, offered or permitted except as required to confirm correction of arithmetical errors discovered by the during the evaluation of Bids in accordance with Clause 1.5.9 of ITB herein.

1.5.7 DETERMINATION OF RESPONSIVENESS

- 1.5.7.1 Prior to the detailed evaluation of Bids, Procuring Entity(PE) will determine whether each Bid is responsive to the requirements of the Bid documents.
- 1.5.7.2 For the purpose, a responsive Bid is one, which conforms to all the terms, conditions and specifications of the Bid documents without material deviation or reservation. "Deviation" may include exceptions, exclusions & qualifications. A material deviation or reservation is one which affects in any substantial way the scope, quality, performance or administration of the works to be undertaken by the Bidder under the Contract, or which limits in any substantial way, the Employer's rights or the Bidders obligations under the Contract as provided for in



the Bid documents and / or is of an essential condition, the rectification of which would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids at reasonable price. Minor deviation may be brought out in Form C.

- 1.5.7.3 If a Bid is not substantially responsive to the requirements of the Bid documents, it will be rejected by the Employer, and will not subsequently be permitted to be made responsive by the Bidder by correction or withdrawal of the non-conformity or infirmity.
- 1.5.7.4 The decision of the Procuring Entity(PE) as to which of the Bids are not substantially responsive or have impractical / methods or Programme for execution shall be final.

1.5.8 EVALUATION OF BID

- 1.5.8.1 The Employer will, keeping in view the contents of Clause 1.1.4 of ITB, carry out technical evaluation of submitted technical proposals to determine that the bidder has a full comprehension of the work of the contract. Where a bidder's technical submittal has a major inadequacy his bid will be considered to be non-compliant and will be rejected.
- 1.5.8.2 All technically acceptable bids will be eligible for consideration of their financial proposals. The Firms who get technically qualified will be intimated by the Jaipur Metro Rail Corporation. The financial proposal shall be evaluated to determine the lowest bidder (L-1).
- 1.5.8.3 Evaluation of financial proposal will be based on pricing schedule/quantities in Bill of Quantity (BOQ) and rates quoted. Any alteration in BOQ will not be given any cognizance.
- 1.5.8.4 The evaluation of financial proposals by the Procuring Entity(PE) will take into account, in addition to the bid amounts, the following factors:
- Arithmetical errors corrected by the Procuring Entity(PE) in accordance with Clause 1.5.9
 - Such other factors of administrative nature as the Procuring Entity(PE) may consider having a potentially significant impact on contract execution, price and payments, including the effect of items or unit rates that are unbalanced or unrealistically priced.
- 1.5.8.5 Offers, deviations and other factors, which are in excess of the requirements of the bid documents or otherwise will result in the actual of unsolicited benefits to the Employer, shall not be taken into account in bid evaluation.
- 1.5.8.6 Price adjustment provisions applicable during the period of execution of the contract shall not be taken into account in bid evaluation.
- 1.5.8.7 The Procuring Entity reserves the right to ask for submission of the source of procurement for the material for which the bidder has quoted his rates before the bid can be considered for acceptance. If the bidder, who is called upon to do so, does not submit within a reasonable time of

written order to do so, Jaipur Metro Rail Corporation Ltd. shall be at liberty to forfeit the said earnest money absolutely.

1.5.9 CORRECTION OF ERRORS

- 1.5.9.1 Bids determined to be technically acceptable after technical evaluation will be checked by the Procuring Entity(PE) for any arithmetical errors in computation and summation during financial evaluation. Errors will be corrected by the Procuring Entity(PE) as follows:
- a. Where there is a discrepancy between amounts in figures and in words, the amount in words will be consider;
 - b. Where there is a discrepancy between the unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will normally govern unless in the opinion of the Procuring Entity(PE) there is an obviously gross misplacement of the decimal point in the unit price, in which event, the total amount as quoted will govern.
- 1.5.9.2 If a Bidder does not accept the correction of errors as outlined above, his Bid will be rejected and the Bid security forfeited.

1.5.10 NEGOTIATION

- 1.5.10.1 Negotiations may, however, be undertaken only with the lowest or most advantageous bidder under the following circumstances-
- a) When ring prices have been quoted by the bidders for the subject matter of procurement; or
 - b) When the rates quoted vary considerably and considered much higher than the prevailing market rates.
- 1.5.10.2 The bid evaluation committee shall have full powers to undertake negotiations. Detailed reasons and results of negotiations shall be recorded in the proceedings.
- 1.5.10.3 The lowest or most advantageous bidder shall be informed in writing either through messenger or by registered letter and email (if available). **A minimum time of seven days shall be given for calling negotiations.** In case of urgency the bid evaluation committee, after recording reasons, may reduce the time, provided the lowest or most advantageous bidder has received the intimation and consented to regarding holding of negotiations.
- 1.5.10.4 Negotiations shall not make the original offer made by the bidder inoperative. The bid evaluation committee shall have option to consider

the original offer in case the bidder decides to increase rates originally quoted or imposes any new terms or conditions.

- 1.5.10.5 In case of non-satisfactory achievement of rates from lowest or most advantageous bidder, the bid evaluation committee may choose to make a written counter offer to the lowest or most advantageous bidder and if this is not accepted by him, the committee may decide to reject and re-invite bids or to make the same counter-offer first to the second lowest or most advantageous bidder, then to the third lowest or most advantageous bidder and soon in the order of their Initial standing and work / supply order be awarded to the bidder who accepts the counter-offer. This procedure should be used in exceptional cases only.
- 1.5.10.6 In case the rates even after the negotiations are considered very high, fresh bids shall be invited.

1.6 AWARD OF CONTRACT

1.6.1 AWARD CRITERIA

- 1.6.1.1 Subject to Clause 1.4.2.6 and 1.5.8 of ITB, the Employer will award, the Contract to the Bidder, whose Bid has been determined to be substantially responsive, technically & financially suitable, complete and in accordance with the Bid documents.
- 1.6.1.2 For price evaluation of Bid, the Total Overall Cost as quoted for Train cleaning and Depot housekeeping works will be considered.
- 1.6.1.3 In case, two or more responsive bidders quote the same overall price in BOQ, then JMRC will award the contract to the bidder having the highest average annual turnover in the last three audited financial years i.e. year 2021-22, year 2022-23 and year 2023-24

1.6.2 EMPLOYER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

- 1.6.2.1 Notwithstanding Clause 1.6.1, the Employer reserves the right to accept or reject any Bid, and to annul the Bid process and reject all Bids, at any time prior to award of Contract, or to divide the Contract between/amongst Bidders without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for the Employer's action.

1.6.3 NOTIFICATION OF AWARD (LETTER OF ACCEPTANCE)

- 1.6.3.1 Prior to the expiry of the period of Bid validity prescribed by the Procuring Entity(PE), the Procuring Entity(PE) will notify the successful Bidder by Tele-fax or email, to be confirmed in writing by registered letter, that his Bid has been accepted. This letter (hereinafter and in the Conditions of Contract called 'the Letter of Acceptance') shall name the sum which the Employer will pay to the Contractor in consideration of the execution, completion of the works by the Contractor as prescribed by the Contract (hereinafter and in the conditions of Contract called 'the Contract Price'). The "Letter of acceptance" will be sent in duplicate to the successful Bidder, who will return one copy to the Employer duly acknowledged and signed by the authorised signatory, within sevendays of receipt of the same by him. No correspondence will be entertained by the Employer from the unsuccessful Bidders.
- 1.6.3.2 The Letter of Acceptance will constitute a part of the contract.
- 1.6.3.3 Upon "Letter of Acceptance" being signed and returned by the successful Bidder as per Clause 1.6.3.1 of ITB, the employer will promptly notify the unsuccessful Bidders and discharge / return their Bid securities.

1.6.4 SIGNING OF AGREEMENT

- 1.6.4.1 The Employer shall prepare the Agreement on non-judicial stamp as per stamp act, in the Performa, included in this Document, duly incorporating all the terms of agreement between the two parties. Within 30 days from the date of issue of the letter of acceptance, the successful bidder will be required to execute the Contract Agreement. One copy of the Agreement duly signed by the Employer and the contractor through their authorized signatories will be supplied by the Employer to the Contractor. The cost of agreement will be borne by successful bidder.
- 1.6.4.2 Prior to signing of the Contract Agreement, the successful bidder shall submit the following documents within a period of 30 days from the date of issue of the Letter of Acceptance:
- a. Performance Security (Performance Guarantee)
 - b. Detailed Consortium or Joint Venture Agreement (duly signed and executed)
- Incorporating (if applicable):
- i. Percentage Participation of each member/partner.
 - ii. Joint and several liability of the partners

1.6.5 LOA and PERFORMANCE SECURITY

- 1.6.5.1 The Employer will award LOA to the bidder, whose bid has been determined to be substantially responsive, technically & financially suitable, complete and in accordance with the bid documents.
- 1.6.5.2 The successful Bidder shall submit a Performance Security Deposit equal to 5 % of LOA, in the form of Demand draft/Bankers cheque/FDR or Bank Guarantee from any scheduled bank in favour of Jaipur Metro Rail Corporation Ltd within 30 days from the date of issue of LOA.
- 1.6.5.3 Prior to commencement of work and Performance security shall be solicited from successful Bidder except the departments of the State Government and undertakings, corporations, autonomous bodies, registered societies, co-operative societies which are owned or controlled or managed by the State Government and undertakings of the Central Government. However, a performance security declaration shall be taken from them. The State Government may relax the provision of performance security in particular procurement or any class of procurement.
- 1.6.5.4 In case of deposition of performance security in form of bank guarantee, then the Bank Guarantee will be executed on stamp paper (of any state) of 0.25% of Bank guarantee amount (maximum amount of Rs.25000/-). In case of Small Scale Industries of Rajasthan it shall be one percent (1%) of the amount of quantity ordered for supply of goods and in case of sick industries, other than Small Scale Industries, whose cases are pending before the Board of Industrial and Financial Reconstruction (BIFR), it shall be two percent (2%) of the amount of supply order/PO/LOA.
- 1.6.5.5 Amount to be paid of performance security will be informed to successful bidder at the time of LOA.
- 1.6.5.6 Performance security shall be furnished in any one of the following forms: -
- 1.6.5.7 Bank Draft or Banker's Cheque of a scheduled bank;
- 1.6.5.8 Bank guarantee/s of a scheduled bank. It shall be got verified from the issuing bank. Other conditions regarding bank guarantee shall be same as mentioned in the bidding document for Bid Security.
- 1.6.5.9** Fixed Deposit Receipt (FDR) of a scheduled bank. It shall be in the name of procuring entity on account of Bidder and discharged by the Bidder in advance. The procuring entity shall ensure before accepting the FDR that the Bidder furnishes an undertaking from the bank to make payment/ premature payment of the FDR on demand to the procuring entity without requirement of consent of the Bidder concerned. In the event of forfeiture of the performance security, the Fixed Deposit shall be forfeited along with interest earned on such Fixed Deposit.
- 1.6.5.10 Performance security shall be valid for a period of 60 days beyond the completion of all contractual obligations.



1.6.5.11 Security amount in full or part may be forfeited, including interest, if any, in the following cases:-

- a. When any terms and condition of the contract is breached.
- b. When the Bidder fails to make complete supply satisfactorily.
- c. If the Bidder breaches any provision of code of integrity, prescribed for Bidders, specified in the bidding document.

1.6.5.12 If the Bidder fails to deposit the required Performance Security Deposit, such failure will be treated as a breach of the terms and conditions of the bid and will result in forfeiture of the Earnest Money/Bid Security, in part, or in full at the discretion of the Chairman and Managing Director, JMRC. This failure shall also result in cancellation of bid.

1.6.5.13 Notice will be given to the Bidder with reasonable time before Performance Security deposited is forfeited.

1.6.5.14 No interest shall be payable on the Performance Security Deposit.

1.6.5.15 Additional Performance Security:-

- a. In addition to Performance Security as specified in rule 75, an Additional Performance Security as per RTPP Rule 75A shall also be taken from the successful bidder in case of unbalanced bid. The Additional Performance Security shall be equal to fifty percent of Unbalanced Bid Amount. The Additional Performance Security shall be deposited in lump sum by the successful bidder before execution of Agreement. The Additional Performance Security shall be deposited through Demand Draft, Banker's Cheque or Bank Guarantee.

Explanation: For the purpose of this rule,-

- i. Unbalanced Bid means any bid below more than fifteen percent of Estimated Bid Value.
 - ii. Estimated Bid Value means value of subject matter of procurement mention in bidding documents by the Procuring Entity.
 - iii. Unbalanced Bid Amount means positive difference of eighty five percent of Estimated Bid Value minus Bid Amount Quoted by the bidder.
- b. The Additional Performance Security shall be refunded to the contractor after satisfactory completion of the entire work. The Additional Performance Security shall be forfeited by the Procuring Entity when work is not completed within stipulated period by the contractor. Provision for 'Unbalanced Bid' and 'Additional Performance Security' shall be mentioned in the Bidding Documents by the Procuring Entity."

1.6.6 CANCELLATION OF LETTER OF ACCEPTANCE (LOA) AND FORM OF BID

1.6.6.1 In case successful Bidder fails to commence the work (for whatsoever reasons) as per terms and conditions of Bid after issuance of LOA then



the LOA shall be cancelled and the Performance Security shall be forfeited.

1.6.7 TERMINATION OF THE CONTRACT

- 1.6.7.1 If the Contractor fails to carry out any of his obligations, or if the Contractor is not executing the Works in accordance with the Contract, the Procuring Entity(PE) may give notice to the Contractor requiring him to make good such failure and remedy the same within such time as the Procuring Entity(PE) may deem to be reasonable.
- 1.6.7.2 The Procuring Entity(PE) shall be entitled to terminate the Contract if the Contractor or any one of its constituents,
- a. Fails to comply with a notice under Sub clause 1.6.7.1
 - b. Abandons or repudiates the Contract
 - c. Without reasonable excuse acceptable to the Procuring Entity(PE), fails to commence the Works in accordance with the Contract
 - d. Sub contracts the whole of the Works or assigns the Contract without approval of the Employer
 - e. becomes bankrupt or insolvent or goes into liquidation except voluntary liquidation for the purpose of amalgamation or reconstruction
 - f. Persistently disregards instructions of the Procuring Entity(PE) or contravenes any provisions of the Contract, or
 - g. fails to remove materials from the Site, or pull down and replace work, after receiving notice from the Procuring Entity(PE) to the effect that the said materials or Works have been condemned or rejected, or
 - h. Fails to take steps to employ competent and/or additional staff and labour, or
 - i. Fails to afford the Procuring Entity(PE) or his representative proper facilities for inspecting the Works or any part thereof, or
 - j. Indulges in corrupt or fraudulent practices
 - k. Breach of any of the contract condition during execution.
- 1.6.7.3 In any one of these events or circumstances, the Employer may upon giving 14 days notice to the Contractor, terminate the Contract and expel the Contractor from the Site. However, in case of sub-paragraph (e) or (j), the Employer may by notice of 7 days terminate the Contract immediately.



1.6.7.4 For the purpose of sub Para (c) above, this clause, reasonable excuse shall be one, which in the opinion of the Procuring Entity(PE) has resulted from,

Any Circumstance which

- is beyond the employer's or contractor's control and
- made the failure unavoidable and it is evidenced by the Contractor to the satisfaction of the Procuring Entity(PE) that the failure was remedied without unreasonable delay once that obstacle was out of the way.

1.6.7.5 The Employer's decision to terminate the Contract shall not prejudice any other rights of the Employer under the Contract.

1.6.7.6 On termination of contract due to contractor's default the performance security shall be forfeited by encashing the bank guarantee and the balance work shall be got done independently without risk and cost of the failed contractor. The failed contractor shall be debarred from participating in the Bid for executing the balance work. If the failed contractor is a partnership firm, then every member/partner of such partnership firm shall be debarred from participating in the Bid for the balance work either in his/her individual capacity or as a partner of any other partnership firm.

1.6.8 QUANTITY VARIATION

1.6.8.1 JMRC may vary the quantity as per RTPPR Rule-73.

1.7 CHECK LIST OF DOCUMENTS TO BE SUBMITTED WITH THE BID

1.7.1 The Bidder is required to fill and submit documents as listed herein this document, but not limited to, the checklist at Annexure D.



2 SPECIAL CONDITIONS OF CONTRACT

2.1 GENERAL

2.1.1 REPRESENTATION ON WORKS

2.1.1.1 The contractor's team leader shall be the representative of contractor on site (shall be called team leader). The instructions given by the Procuring Entity(PE) or Procuring Entity(PE)'s representative to team leader shall be complied immediately. The contractor shall not replace the team leader without permission of Procuring Entity(PE) or Procuring Entity(PE)'s representative.

2.1.1.2 If Procuring Entity(PE) or Procuring Entity(PE)'s representative or Engineer In charge decide to lay off/remove any contract labour(due to misbehavior or other reasons) then contractor will remove/lay off such staff from JMRC site immediately and replace such staff with other staff .

2.1.1.3 The contractor either himself or nominate the one representative senior to the team leader duly authorized to take decision on behalf of contractor (shall be called contractor's representative), to attend any exigency/emergency, to attend the meetings, to solve the miscellaneous issue of site etc.

2.1.2 Sub-Contractor

2.1.2.1 Sub-contracting of whole work or any part of work shall not be permitted in the contract. If it comes to the notice of employer that the work or part of work has been subcontracted the contract will be terminated and performance bank guarantee shall be forfeited and punitive action shall be initiated against the contractor.

2.1.3 Sufficiency of accepted Contract Amount

2.1.3.1 The Contractor shall be deemed to have satisfied himself as to the correctness and sufficiency of the Contract Price. Unless otherwise stated in the Contract, the Contract Price shall cover all his obligations under the Contract and all things necessary for Execution and Completion of the Works with High Quality Level.

2.1.3.2 The contractor shall be deemed to have satisfied himself as the sufficiency of contract prices for the payments to employees towards compliance of minimum wages, PF & ESI, etc.



2.1.4 Equipment, Machinery and Plants

- 2.1.4.1 Contractor shall use machine of same make and model no. as specified in Bid Documents. However contractor can also propose and use the equivalent machine/higher model with approval of the Procuring Entity(PE).
- 2.1.4.2 No tools, machinery, plant and equipment shall be supplied by the Employer except as mentioned in the Bid Document. The Contractor has to arrange all tools, equipment required for the work.
- 2.1.4.3 The plant, machinery and equipment brought for the execution of work, unless otherwise specified, shall be ownership of contractor. However contractor shall not remove such plant, machinery and equipment without permission of employers.
- 2.1.4.4 The Employer shall not, at any time, be liable for the loss or damage to any of the contractor's Plant, Machinery, Temporary Works or materials.
- 2.1.4.5 The Employer may assist (but is not obligated to) the Contractor, where required, in obtaining clearance through the Customs of Plant, materials and other things required for the Works.
- 2.1.4.6 If contractor failed to provide the machinery required for the execution and quality of work, the Procuring Entity(PE) at his discretion may purchase the machinery at the risk and cost of contractor.
- 2.1.4.7 The contractor shall carryout transportation of the consignment (equipment, machinery) only through common carriers duly registered under the relevant law.

2.1.5 Safety

2.1.5.1 Safety Requirements

- a) The premises are having High Voltage Over Head Electric Lines, High Voltage Equipment on Train and Depot, the movement of Trains in the depot, etc. which can cause major injury, electrocution, death to the personnel and thus requirements for safety observance are very high.
- b) The contractor shall be responsible for ensuring the fitness and safety of all persons employed at work. In this regard, the team leader, manager, and supervisor must ensure the observance of safety requirements by themselves and Cleaning Staff. It shall be the sole responsibility of the



contractor to adopt all the safety measures and deploy cleaning personnel who are adequately trained in safety.

- c) The contractor is responsible to ensure that necessary and adequate personal protective equipment are all the times available for the service personnel working. Contractor shall ensure to provide the Hi-Visibility/ Reflecting Jackets to all cleaning staff along with supervisor/ team leader/ manager.
- d) It shall be the contractor's sole responsibility to make aware all of contractor's staff with the DO'S and DONT'S is attached with the Bid at clause No 3.1.6

2.1.5.2 Accidents

- a) If any accident occurs due to execution of work or due to negligence on the part of the contractor's personnel it shall be the full responsibility of the Contractor.
- b) If any damage occurs to the structures/ material & equipment as well as rolling stock due to cleaning/polishing operations, the cost of damage will be recovered from the contractor's bill.
- c) The firm must maintain a "Zero Accident Record". In case of any major accident /fatality a penalty up to 20% of total contract value will be levied. This penalty will be addition to 10% penalty levied for poor performance.

2.1.5.3 Safety and Display of Signage

- a) Contractor shall adopt the necessary safety procedures to avoid any type of accidents to passengers, Employer's personnel, any other personnel and to avoid damages to employer's assets.
- b) The contractor shall display necessary signage with the approval of the Employer or his authorized representative. The type of signage will also be got approved from the Employer or his authorized representative.

2.1.5.4 Training on Safety

JMRC will provide one day training on safety to Cleaning supervisors and team leaders. Supervisors and Team leaders shall be responsible to provide this safety training to the deputed cleaning staff. Contractor shall submit the proof of this training to JMRC. Without this training and proper proof no staff will be deputed for work in JMRC.

2.1.6 Protection of the Environment



- 2.1.6.1 The contractor shall use the environment friendly cleaning chemical and material.
- 2.1.6.2 The disposal of garbage shall be in environment friendly manner with proper segregation of biodegradable and non-biodegradable waste. Govt. circular regarding restriction on use of Single use Plastic should be followed.
- 2.1.6.3 The garbage shall be collected in bags during cleaning and shall be disposed off by the contractor outside the depot area in JMC/JDA's disposal yard / scrap yard. Nothing shall be paid extra by Employer for this to the contractor.
- 2.1.6.4 The Contractor shall, so conduct his cleaning operations, as to prevent any avoidable destruction, scarring or defacing of natural surroundings in the vicinity of work. In respect of ecological balance, the Contractor shall observe the following instructions.
- 2.1.6.5 Where destruction, scarring, damage or defacing may occur as a result of operations relating to Cleaning activities, the same shall be repaired, replanted or otherwise corrected at Contractor's expense. All work areas shall be smoothed and graded in a manner to confirm to natural appearance of the landscape as directed by the Procuring Entity(PE) .
- 2.1.6.6 All trees and shrubbery, which are not specifically required to be cleared or removed for cleaning purposes, shall be preserved and shall be protected from any damage that may be caused by Contractor's cleaning operations and equipment. The removal of trees or shrubs will be permitted only after prior approval by the Procuring Entity(PE) or Procuring Entity(PE)'s Representative. Trees shall not be used for anchorage. The Contractor shall be responsible for injuries to trees and shrubs caused by his operations. The term "injury" shall include, without limitation, bruising, scarring, tearing and breaking of roots, trunks or branches. All injured trees and shrubs shall be restored as nearly as practicable, without delay, to their original condition at Contractor's expenses.
- 2.1.6.7 In the conduct of cleaning activities and operation of equipment, the Contractor shall utilize such practicable methods and devices as are reasonably available to control, prevent and otherwise minimize air/noise/water pollution.



2.1.6.8 Separate payment shall not be made for complying with provisions and all cost shall be deemed to have been included in the price in the Bill of Quantities.

2.1.6.9 The contractor shall abide by the provisions of ISO 14001.

2.1.7 ELECTRICITY AND WATER

2.1.7.1 The Employer shall make arrangements for Water supply and Electricity necessary for the Works.

2.1.7.2 The contractor shall make his own arrangements to tap the Electricity from the nominated sockets / points. The contractor shall tap the Electricity as per IE Rules & IE Act (Latest) duly following all safety precautions. The contractor shall submit full scheme for the requirement of Electricity & water. If scheme mentions Electricity requirement which is beyond the capacity of the Employer, in that case the contractor shall make his own arrangements / alternative arrangements.

2.1.7.3 The Contractor should make his own arrangements to draw the water from the available water point to the working place in such a manner without affecting the premises.

2.1.7.4 The Contractor should make his own arrangements for Electricity and Water at its own cost, if the Employer fails to provide Electricity and Water supply due to technical or any other reasons beyond the control of the Employer.

2.1.8 Material

2.1.8.1 The contractor shall use the material, cleaning chemicals, and consumable as specified in the technical specification and scope of work. The Contractor has to arrange all material, cleaning reagents and consumables required for the work. The Contractor shall have to identify sources for supply of all such cleaning reagents and consumable material and get them approved by the Procuring Entity(PE) or Procuring Entity(PE)'s Representative before the use. The Contractor shall submit the sample to the Procuring Entity(PE) or Procuring Entity(PE)'s Representative and shall use them only after the sample is approved. Nothing extra shall be payable to the Contractor on this account.

2.1.9 Site Office and Store



- 2.1.9.1 The contractor shall be provided room in depot for making site office and for storage of contractor's material. If the space provided by the employer is insufficient, it shall be the responsibility of the Contractor to arrange at his own expense the required office or store room. The office and store room such provided/constructed shall only be used for site requirement not for any other purpose.
- 2.1.9.2 The contractor shall provide free access to the Procuring Entity(PE) or Procuring Entity(PE)'s Representative who will have right of inspection including that of instructing the Contractor to remove a particular material from the stores and not to use the same on the Works.

2.1.10 Security of the Site

- 2.1.10.1 The Police Verification shall be made available by the contractor for each and every staff of contractor. Without police verification no staff shall be permitted to enter the premises.
- 2.1.10.2 Security arrangements for the work shall be in accordance with general requirements and the Contractor shall confirm to such requirements and shall be held responsible for the action or inaction on the part of his staff, employees.
- 2.1.10.3 Contractor's employees and representatives shall wear Identification Badges (cards), uniforms, helmets, gum boots, Hi-visibility / Reflecting Jackets and other safety / protection wear/gum boots/safety shoes as directed by In-charge and to be provided by the Contractor. Badges shall identify the Contractor and show the employee's name and number and shall be worn at all times while at site.
- 2.1.10.4 All vehicles used by the Contractor shall be clearly marked with the Contractor's name or identification mark.

2.1.11 Contractor's Operations on Site

- 2.1.11.1 All of the contractor's staff, supervisor, and team leaders shall follow the rules and regulations, procedures in the depot premises. The contractor shall make aware all of his staff for the same.

2.2 STAFF AND LABOUR

2.2.1 Rates of Wages and Payment of Wages

- 2.2.1.1 The minimum wages considered for the purpose of this Bid shall be as per the latest updated notification/ circular issued by Department of



Labour, Government of Rajasthan, which may be referred on their website at <http://www.rajl labour.nic.in/>.

- 2.2.1.2 The contractor shall pay the staff and labour as per this notification/ circular. However if the new notification/ circular is issued by the concerned authorities for revision of minimum wages during the currency or before finalization of the contract, the contractor shall be bound to implement the same immediately.
- a.) The wages of Housekeeping/Trained staff shall be 15% higher than skilled minimum wages.(i.e. Latest notified skilled minimum wages + Rs. 46)
- b.) The wages of Supervisor's wages shall be 20% higher than Highly skilled minimum wages.(i.e. Latest notified highly skilled minimum wages + Rs. 72)
- c.) The wages of team leader's shall be 20% higher than supervisor's wages.(i.e. Latest notified highly skilled minimum wages + Rs. 158)
- 2.2.1.3 The Contractor will ensure to open bank accounts for each worker employed by him and his sub-contractors and all the payments to workers will be released through bank accounts. In case of not opening/availability of bank accounts of deployed workers, then Contractor may give payments of wages for first month of contract period to workers in cash in the presence of nominated JMRC representative/engineer.
- 2.2.1.4 In case of revision of minimum wages by Govt. of Rajasthan, the payable wages as applicable shall be considered for deduction for short deployment of manpower.
- 2.2.1.5 Contractor will not deploy contract labour below 18 years age and more than 60 years. Contractor will not deploy physically handicapped labour.

2.2.2 Labour Law & Obligation of Contractor

- 2.2.2.1 In dealing with labour and employees, the Contractor shall comply fully with all laws and statutory regulations pertaining to engagement, payment and upkeep of the labour in India. Some of the obligations of the contractor are as below for the guidance of contractor.
- a) License for employing contract labour (if applicable).
- b) Payment of wage on 7th of every month through bank only and same shall be verified by the nominated representative of employer in the compliance of Minimum wages Act.



- e) Providing First Aid facilities to contract workers at work sites,
- d) Maintain Register of workmen employed
- e) Issue employment card to contract workers
- f) Issue service certificate
- g) Maintain Muster Roll, Wage Register, Deduction Register and Overtime Register
- h) Send Half yearly return
- i) Regular health checks up of contract workers and maintaining health register under BOCW Act.
- j) Compliance of provisions of ESI,PF and Workmen compensation Act.
- k) To ensure treatment in case of accident/injuries suffered in performance of work including wages and compensation under WC Act.
- l) Send Accident report to Regional Labour Commissioner (RLC).
- m) Observance of working hours, weekly rest and overtime payment as per BOCW Act.
- n) To provide personal protection equipment viz. helmet, boots, reflective jackets at its own cost.

2.2.3 Provision of Efficient and Competent Staff

- 2.2.3.1 The personnel deployed for the cleaning operations should be qualified, trained, efficient, competent and quality conscious in the relevant work and have the knowledge of Cleaning and safety procedures.
- 2.2.3.2 Contractor shall submit the documentary evidence of formal training imparted to staff prior to deputing staff for train cleaning. The Training period of cleaning staff /Supervisor shall not be lower than 3 days.

2.2.4 Preservation of Peace and orderly conduct

- 2.2.4.1 The contractor shall be fully responsible to ensure the discipline, and orderly conduct among the staff deployed for work. Smoking & Consumption of Tobacco in any form is not allowed. The carrying and consumption of intoxicating liquor, drugs or other substances that may affect the proper performance is strictly prohibited in the depots.
- 2.2.4.2 The Procuring Entity(PE) or Procuring Entity(PE)'s Representative may require the Contractor to remove (or cause to be removed) any person employed on the Site or Works, including the Contractor's Representative, who in the opinion of the Procuring Entity(PE) or Procuring Entity(PE)'s Representative, persists in any misconduct, is incompetent or negligent in the performance of his duties, fails to

conform with any provisions of the Contract, or persists in any conduct which is prejudicial to safety, health, or the protection of the environment. Any claim or dispute arises due to removal of such person shall have to be dealt only by the contractor and employer shall not be the party to such action in any case.

2.2.5 Labour to be Contractor's Employee

- 2.2.5.1 Labour deployed shall only be the contractor's employee. Deployment of labour hired through sub-contractor is not permitted. If any case of hiring of labour through sub-contractor comes to the notice of employer, then it shall be considered as the sub contracting of contract and action shall be initiated accordingly.

2.2.6 Police Verification

- 2.2.6.1 The contractor shall carryout antecedent check and the police verification of all of the staff and shall submit the same before deploying the staff. No justification of the contractor not submitting the police verification on account of delay by the police authority or otherwise shall be entertained. In case the employee is changed, then the Bidder shall inform concerned JMRC officials and also submit the police verification of changed person.

2.2.7 Uniforms

- 2.2.7.1 All Supervisors, Cleaning and horticulture staff and representative of contractor shall wear neat and smart Uniform (Shirt, Pant, shoes etc.) with Firm's logo and JMRC Logo as per JMRC Policy. The personnel without uniform shall be permitted only with special permission.

2.2.8 Photo Identity Cards

- 2.2.8.1 The contractor shall provide the photo identity cards to all of the contractor's staff (Contractor's Representative, Team Leaders, Supervisors, Cleaning and horticulture Staff). Before deputing the staff for cleaning a copy of the photo identity card will be submitted to the Procuring Entity(PE) or Procuring Entity(PE)'s Representative. Staff without identity card shall not be permitted to enter in the premises.
- 2.2.8.2 Only with the permission of the Procuring Entity(PE) or Procuring Entity(PE)'s Representative, Identity card shall be signed by either the contractor himself or contractor's representative and shall have the contractor's stamp. The identity card signed by any other person shall not be valid.



- 2.2.8.3 The photo has to be printed along with the other details on the paper and then laminated. The identity card having pasted photo shall not be valid. Before deputing the staff for cleaning a copy of the photo identity card will be submitted to the Employer.

2.2.9 Entry Exit Pass

- 2.2.9.1 The Procuring Entity(PE) or Procuring Entity(PE)'s Representative shall provide the entry exit pass to the staff deputed after submittal of antecedent check, police verification, contractor's photo identity card and indemnity bond by the contractor.

2.2.10 COMMUNICATION FACILITIES TO STAFF

- 2.2.10.1 The contractor shall, at its own cost, provide the mobile phone communication facilities to contractor's Team Leader and Supervisors and the mobile number shall be provided to Procuring Entity(PE) or Procuring Entity(PE)'s Representative or JMRC i.e. employer.

2.3 WORK EXECUTION AND QUALITY CONTROL

2.3.1 Manner of execution

- 2.3.1.1 The contractor shall comply the schedules, procedures, methodology, work instruction given in technical specification and scope of work. The contractor shall use only the specified material and machines
- 2.3.1.2 If employer does not give cleaning and housekeeping procedures, the contractor shall give the cleaning and housekeeping procedures and the same shall be got approved by the Procuring Entity(PE). Contractor shall submit the detailed Cleaning procedures for all different type of cleaning and housekeeping.

2.3.2 Inspection

- 2.3.2.1 The contractor supervisor shall supervise and monitor the quality of the work executed and fill up the check sheet and submit to the Procuring Entity(PE)'s Representative. The Procuring Entity(PE)'s Representative shall inspect and cross check the work for the quality and verify the work accordingly.
- 2.3.2.2 The Procuring Entity(PE) or Procuring Entity(PE)'s Representative shall also inspect and check for the compliance of contractor for the availability of proper and specified material, consumable, machinery, tools etc. The Procuring Entity(PE) or Procuring Entity(PE)'s Representative shall also inspect and check compliance of contractor



for the availability of sufficient manpower, all the staff in proper uniform and have the identity card, staff is disciplined, use of protective equipment, observance of safety etc . Any shortcoming noted during such inspection shall be rectified by the contractor immediately failing which the penalty shall be imposed.

2.3.3 Records

2.3.3.1 Contractor will have to maintain proper records of Cleaning, Wax polishing of Rolling Stock (Trains) and Cleaning &Housekeeping of depot premises, outstation standings for each activity. Similarly, Contractor will have to make a plan for Cleaning & Wax polishing of Rolling Stock and Cleaning &Housekeeping of depot premises, outstation standings as per direction of In-charge. Some of the records to be maintained are as follows:

- a. Deployment of manpower per day.
- b. Availability/utilization of Machines/Plants/Equipment.
- c. Stock details and utilization of Chemicals / Reagents / Detergents/consumables.
- d. Check sheets for Details of Cleaning and Wax polishing of Rolling Stock (Trains) and Cleaning, Housekeeping and gardening of depot premises, outstation standings activities, carried per day as per cleaning schedule of work.
- e. Monthly summary of work carried out in as per schedule of work
- f. Monthly report submittal
- g. Required Check sheets for activity verification will be provided by contractor and submit to JMRC at the end of every month.

2.4 TIME MANAGEMENT

2.4.1 Contract Period

2.4.1.1 The contract is for initially for 2 years. The contract shall be extended on the basis of satisfactory performance of the contractor for total period up to 3 years as per RTPPR-2013.

2.4.2 Depot Premises Work Timings

2.4.2.1 The tentative shift timings following in various JMRC offices are as follows: -

- 1) General shift : 0900 hrs to 1730 hrs (including lunch break from 1300 hrs to 1330 hrs.)
- 2) Morning Shift : 0630 hrs. to 1400 hrs.
- 3) Evening Shift : 1400 hrs. to 2130 hrs.
- 4) Night Shift : 2130 hrs. to 0630 hrs.



- 2.4.2.2 However based on actual need, contractor may need to work in one or more shifts and payments shall be made accordingly. The shift timings may be different for different buildings/ Premises. Similarly different buildings may work in one or more shifts.
- 2.4.2.3 In the case of morning shifts, the major portion of the cleaning should be **completed by 8.30 hrs.**

2.4.3 Train Cleaning and Wax Polishing Timing

- 2.4.3.1 The normal working hours for contractor for most of the all cleaning activities of the rolling stock i.e. daily cleaning, Internal/External heavy cleaning, wax polishing, Roof cleaning, Floor polishing, etc. in depot are expected to be from 21.00 hrs. to 06.00 hrs. Daily. However this activity may have to be done during day time also as per requirement.
- 2.4.3.2 Some of the activities shall also be done during day time depending upon the availability of train.
- 2.4.3.3 The working hours can be changed by JMRC on Sunday or holiday or other working days for cleaning/wax polishing of Rolling Stock after giving 8-hour prior intimation to the contractors.
- 2.4.3.4 Contractor shall use Industrial Wet & Dry Vacuum Cleaners and Portable Scrubbers during Internal Heavy Cleaning. With the Mechanized cleaning, it should be possible to complete the cleaning of a 4 car Train in 04 hours.

2.4.4 Suspension of work

- 2.4.4.1 The work is of essential service required for the passenger. The suspension of work by the contractor or contractor's staff even for a single day may lead to heavy penalties on the contractor up to termination of contract and forfeiture of performance security.

2.5 CONTRACT PRICE AND PAYMENT

2.5.1 The Contract Price

- 2.5.1.1 Contract Price, shall be inclusive of all taxes, duties, royalties etc. Nothing extra (except the GST as applicable) shall be payable over the quoted rates.
- 2.5.1.2 The Contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. He



shall keep the Employer fully indemnified against liability of tax, interest, penalty etc., of the Contractor's in respect thereof, which may arise.

2.5.2 Price Variation

2.5.2.1 Any escalation in the minimum wages by Dept. of Labour, Government of Rajasthan shall be compensated with price variation formula as below.

Total quoted cost of work (without GST) = "TC"

2.5.2.2 *Total increased Labor Cost due to escalation in minimum wages (number of staff as per minimum specified in ITB Form T-III) "LC" = $365 \times \text{Number of Staff} \times (\text{revised minimum wage per day} - \text{present minimum wages per day, as per SCC clause 2.2.1})$

2.5.2.3 Percentage Increase "P" = $(LC \times 100) / TC$

2.5.2.4 Revised rate of Activities shall be = Accepted rate of BOQ activities + $((\text{Accepted rate of BOQ activities} \times "P") / 100)$

2.5.2.5 Accepted rate of BOQ activities shall be the rates as in original LOA issued to the contractor at the time of award of contract. The revised rates shall be applicable w.e.f. the date of escalation of the minimum wages.

(Formula shall be applicable for individual categories of manpower separately and "LC" will be the sum of individual values.*

2.5.2.6 The Bidder should quote the rates considering current minimum wages & VDA etc as on "date" as well as periodical increase during the currency of contract.

2.5.2.7 In case of minimum wages revision by Dept. of Labour, Government of Rajasthan, then only difference of revised minimum wages and present minimum wages will be considered for price variation/escalation.

Example- a.) Latest minimum wages for skilled is Rs. 309, then contractor will pay Rs. 309 + Rs. 46 (i.e 15% of 309) = Rs. 355/- to housekeeping staff (skilled manpower) and if minimum wages will increased for skilled staff due to minimum wages revision by GOR and become Rs. X then contractor will have to pay Rs. X + Rs. 46 to housekeeping staff (i.e in case of minimum wages revision by GOR, Rs 46 will be constant/fixed for contract period)

b.) Latest minimum wages for highly skilled is Rs. 359, then contractor will pay Rs. 359 + Rs. 72 (i.e 20% of 359) = Rs.431/- to Supervisor (highly skilled manpower) and if minimum wages will increased for skilled staff due to minimum wages revision by GOR and become Rs. Y then contractor will pay Rs. Y + Rs. 72 to supervisor staff (i.e in case of



minimum wages revision by GOR, Rs 72 will be constant/fixed for contract period.

Note : Above example for illustration purpose only. However, Similar wages shall be calculated for team leader.

2.5.3 Advance

2.5.3.1 No advance shall be paid.

2.5.4 On account payment Application for Interim Payment certificates

2.5.4.1 Payment shall be made monthly on submission of Bills by contractors separately for Depot and Rolling Stock and bill will be verified at concerned depot. The value of all work done in accordance with the Contract, and the amount which is finally due, and For the purpose of On-account payment, the contractor shall submit detailed activities carried out as per BOQ recorded in Measurement sheets, Abstract sheets along with recorded bill for the item actually executed for checking and payment. Payment will be effected based on unit rates as approved in the Bill of Quantities.

2.5.4.2 The contractor shall submit the check sheets, Service Sheets etc duly signed by the Procuring Entity(PE)'s Representative for work done.

2.5.4.3 If any activities are not carried out as per the schedule of work the proportionate amount will be deducted from the bill. If the work carried out through other agency under the intimation to contractor and the charges incurred on it will be deducted from the contractor's bill. In addition the applicable penalty will be levied as per Special Condition of Contract.

2.5.4.4 Contractor shall abide the Minimum Wages Act and JMRC representatives shall verify and/or witness all related payments.

2.5.4.5 Compliance to all statutory obligations and compliances on labour laws shall be strictly ensured by the contractor. Any violation/ complaint received in this matter shall be liable for a penalty of Rs. 5000/- per case.

2.5.4.6 All ESI, PF & GST Challan for the previous month have to be submitted along with the bills. In case of failure to submit these documents the payment shall be kept on hold till submission of above documents.



2.5.4.7 Contractor will submit monthly bill till 10th of every month to JMRC with all verified relevant checksheets/documents.

2.5.4.8 Deliverables with monthly bill:

- a. Bill/Invoice in two copies,
- b. Salary Payment sheet in single copy,
- c. ESI contribution deposit challan in single copy,
- d. EPF contribution deposit challan in single copy,
- e. GST deposit challan in single copy,
- f. No pendency certificate copy of here to for payment received like wages/salary, ESI, EPF contribution, GST and other statutory taxes related this bid,
- g. NEFT/ECS payment proof of salary to employees through bank in single copy,

2.5.5 Payment in Applicable Currencies

2.5.5.1 Payment shall be done in INR only.

2.6 PENALTY & DEDUCTION

2.6.1.1 Penalty for poor quality of work shall be imposed subject to max. of 10 % of Contract value. The decision regarding Penalty & Imposing Penalty shall be of JMRC. This is in addition to the proportional amount to be deducted for non-completion or not carrying out the work.

2.6.1.2 The firm must maintain a "Zero Accident Record". In case of any major accident /fatality a penalty up to 20% of the bill for the month in which the incidence taken place shall be imposed. This penalty will be addition to 10% penalty levied for poor performance.

2.6.1.3 If Team Leader, Supervisor, cleaning & Housekeeping staff, gardener are found **absent or short**, a deduction at the rate of equivalent to daily wage plus Rs 100/- per employee per day will be charged subject to the actual execution, completion and quality of work. The rate of wages shall be as per minimum wages rate as applicable to each category of staff as per S.C.C. Clause 2.2.1.

2.6.1.4 It should be clearly understood that if, total penalty and deductions in any one year of the contract exceeds 10% of the value of contract, the contractor may be blacklisted from JMRC for participation in the similar category of works.

2.6.1.5 If during inspection, the workers are not found in **uniform**, a penalty of Rs.250 per employee per day will be imposed.



- 2.6.1.6 In case of unavailability of proper **chemicals** for described usage, penalty up to Rs. 500.00 per day will be imposed.
- 2.6.1.7 The Contractor shall co-ordinate his programme to the extent feasible with the programmers of other contractors to be engaged at the site or in the vicinity of the site, as furnished by the Procuring Entity(PE) or Procuring Entity(PE)'s Representative so that the works can be carryout as per the overall programme.
- 2.6.1.8 In case of unavailability of consumables e.g.; Naphthalene Ball, Room Freshener, Liquid Hand Wash, Machine consumables etc. a penalty of Rs 500/- per incident shall be imposed.
- 2.6.1.9 In case of unavailability or use of improper hand tools and tackles e.g.; wiper, mops, duster etc a penalty of Rs 500/- per incident shall be imposed.
- 2.6.1.10 In case of non-attendance of complaint, within 24 hrs, Rs.500.00 will be charged for each case.
- 2.6.1.11 In case of any damage done by any of the worker of the contractor to the property of the Employer, the actual amount will be recovered or the contractor shall repair / replace such damaged part at its own cost to the satisfaction of the Employer.
- 2.6.1.12 In case disposal of cleaning waste is not done by the contractor at the prescribed Jaipur Municipal Corporation (JMC) site, a penalty of Rs.500/- per incident will be imposed.
- 2.6.1.13 **Summary of various penalties applicable is as follows:**

SN	Type of Penalty	Amount of Penalty
1.	Penalty for poor quality of work (Clause 2.6.1.1)	Subject to max. of 10 % of Contract value
2.	Penalty for Manpower shortage	Daily wage plus Rs 100/- per employee per day
3.	Penalty for Non uniform	Rs.250 per employee per day
4.	unavailability of proper chemicals	Rs. 500.00 per day



5.	unavailability of consumables	Rs 500/- per incident
6.	unavailability or use of improper hand tools and tackles	Rs 500/- per incident
7.	non-attendance of complaint, within 24 hrs	Rs 500/- per incident
8.	Theft case by bidder's employee	Rs. 50,000/- plus recovery of cost of material
9.	Penalty for non compliance of labour laws and statutory obligations	Rs. 5000/- per case
10.	Non- disposal of cleaning waste	Rs 500/- per incident
11.	Not provide of JCB within 24 hrs. of intimation by JMRC	Rs 500/- per incident

Note: In case poor cleaning observed during the inspection of GM and above officials, a penalty of Rs. 10,000/- to Rs. 50,000/- can be imposed.

2.6.1.14 Breakdown time of any machine should not be more than **48 hours**. In case the machine is not made available or repaired for more than 07 days, Employer shall procure or get machine repaired at the risk and cost of contractor and the amount shall be deducted from contractor's bills or performance guarantee. The penalty beyond breakdown time of 48 hrs will be imposed as per the following table.

S.No.	Description of Machine	Penalty per machine per day (Rs.)
1	Compact scrubber drier for under seat cleaner (height 350 mm approx.)	200
2	Portable type Wet & Dry Vacuum cleaner for under seat cleaner (height 350mm approx.)	200
3	Portable type Single Disc Mini Scrubber	200
4	Wax Polishing Machines	200
5	Glass cleaning tools with long handles	50
6	High rise ladders (non-conductive) Height 20 feet	50

7	petrol engine/Battery Operated Horticulture Grass cutting machine (Cutting width 28" or more)	100
8	Petrol/kerosene/diesel operated grass/hedge (bent shaft) trimmer	100
9	Petrol/kerosene/battery operated weed/Bush/hedge(with blade) cutter machine	100
10	Electric operated Industrial drier cum scrubber for shop floor/office	400
11	Battery operated Industrial drier cum scrubber for shop floor/office	400
12	Two bucket trolley system(per year)	50
13	Petrol/diesel operated Automatic chain Saw wood cutter	100
14	Wet & Dry vacuum cleaner	100
15	Ride on sweeper machine for road	500
16	Cold Water High pressure washer/jet	100
17	Axe	20
18	Trowel	20
19	Spade with Wooden Handle	20
20	Wooden Handle Hedge Cutter	20
21	Hand Sickle with wooden handle	20
22	Garden Pipe 1/2 " (feet)	20
23	Scrubber brush for floor Scrubbing Machine(per year)	20
24	Cutter of Grass cutting machine(per year)	20
25	Cutter of weed/bush cutting machine	20
26	String-for grass-cutting machine Bundle (per year)	20
27	Petrol/Kerosene for Weed/Bush and grass cutter machine(per year)(ltr)	20

- 2.6.1.15 A number of activities are listed against BOQ items in "Technical specifications and scope of work". Contractor shall perform all the activities. If contractor does not perform all the activities, the proportional amount for the activities not performed shall be deducted. JMRC decision for amount to be deducted shall be final.



- 2.6.1.16 Verification of work shall be done in percentage term considering deployment of manpower, machinery, consumables etc. In case of any work of improper cleaning, due to short supervision, short deployment of man power / equipment/ machinery, consumables etc. as compared to requirement prescribed in the contract, only proportionate amount shall be payable to the contractor as per BOQ JMRC decision for amount to be deducted shall be final .
- 2.6.1.17 The penalties as above shall not relieve the contractor from his obligation to execute the works or from any other of his obligations and liabilities under the contract.
- 2.6.1.18 Contractor performance shall be evaluated at the end of every year before extension of the contract for next year. If contractor performance does not found satisfactory the contract will not be extended for next year. Decision of JMRC will be final.

2.7 RISK AND RESPONSIBILITY

2.7.1 Indemnity

- 2.7.1.1 Contractor shall submit the indemnity bond (Form T-VIII & T-IX) such that the contractor's staff shall not claim of any type e.g.; payment, employment etc. with employer. After completion of contract the contractor shall withdraw all of his staff from the site without any claim.

2.7.2 Use and Care of Site

- 2.7.2.1 The Contractor shall not demolish, remove or alter structures or other facilities on the site without prior approval of the in charge.
- 2.7.2.2 All surface and sub-soil drains shall be maintained in a clean, sound and satisfactory state of performance.
- 2.7.2.3 All Electrical and Electronic equipment shall be cleaned under the supervision of an authorized representative of JMRC.
- 2.7.2.4 The contractor shall clean only these areas of the Electrical / Electronic & other specified equipment which are either mentioned in the specifications or are permitted by the Employer or mentioned by the authorized representative of the Employer.

2.8 INSURANCE

2.8.1 Third party insurance



- 2.8.1.1 All of the Bidder staff shall have to be covered under ESI. The Bidder shall take insurance policy as specified in the workmen's compensation act for the Bidder's staffs not covered by the ESI and shall arrange ESI coverage on priority.
- 2.8.1.2 The Bidder shall insure against liability to third parties in the joint name of the Employer, and the Bidder for any loss, damage, death or injury which may occur to any physical property (except things insured otherwise) or any person (except person insured by employer), staff of other Bidder working in the premises, which may arise out of the performance of the contract. The insurance shall be at least for the amount of Rs. 100000/- for each incident with number of incidence 10 per year.

3 TECHNICAL SPECIFICATION AND SCOPE OF WORK

3.1 GENERAL

- 3.1.1.1 The cleaning/wax polishing of the train will be carried out when the train is stabled in the Inspection Shed, Washing line or stabling line at Depot, Stabling line at the terminal stations or as directed by the Procuring Entity(PE) or Procuring Entity(PE)'s Representative.
- 3.1.1.2 The Bidder should keep in consideration positive variation in BOQ permitted as per GCC and RTPPR-2013. Bidder should be able to take up additional similar work at short notice at the accepted rate for which he has to allocate his additional resources. Similarly the scope of work may also be reduced on account of actual field requirement or poor performance of the contractor and bidder shall have no right for any claims due to reduction in scope of work.
- 3.1.1.3 For monthly heavy wash, the washing line or location as directed by the Procuring Entity(PE)'s Representative shall be used.
- 3.1.1.4 All movement of Rolling Stock (coaches) where the cleaning/wax polishing is to be done and after cleaning/wax polishing shall be made by JMRC.
- 3.1.1.5 JMRC will arrange opening and closing the doors of coaches (trains).
- 3.1.1.6 All Electrical & electronic equipment shall be cleaned under the supervision of an authorized representative of the JMRC.



- 3.1.1.7 The contractor shall clean only these areas of the Electrical/ Electronic and other specified equipment, which are either mentioned in the specification or permitted by the Employer or mentioned by the authorized representative of JMRC .
- 3.1.1.8 The proper record for the chemical and detergent used for cleaning shall be maintained by the contractor. The Procuring Entity(PE)'s Representative shall frequently monitor the consumption. The Procuring Entity(PE)'s Representative on his discretion may advise to the contractor to handover the cleaning chemical and detergent to employer's store at site and get issued from there.
- 3.1.1.9 **TOILET CLEANING**
- i. The toilets at depot should be kept clean & in hygienic condition. Toilets shall be **cleaned 2 times in each shift. Regular check-sheet record of cleaning shall be maintained and displayed near the gate of the respective toilets.**
 - ii. It should be ensured that the choking materials such as pochha/polythene/both etc. are not dropped in drain pipes line. Clearing of drain pipe of toilets, urinals, steel drainages, gutters shall be the responsibility of housekeeping contractor's staff.
- 3.1.1.10 Apart from the daily cleaning the heavy washing and deep cleaning activities with use of phenol, chemicals with the heavy cleaning machine shall be done every Saturday in all the buildings.
- 3.1.1.11 The consumables eg; Air/Room Freshener, Naphthalene Balls, Odonizer, Urinal cubes. Tissue papers etc shall be provided in abundant and there shall be no shortage.
- 3.1.1.12 There are chemical substances with different reaction time (from few minutes to more than 24 hours). In any case the following substances shall not be used at all: gasoline / petrol, acetone, trichloroethylene and all the aggressive organic solvents (xylene, toluene, dichloroethylene, trichloroethylene, etc.) Also strong acids/alkaline are to be completely avoided (hydrochloric acid, formic acid, Nitric acid, sulphuric acid, caustic soda, etc.).
- 3.1.1.13 The dilution suggested by supplier for the chemicals and cleaning regents shall be followed.

3.1.2 SPECIFICATION FOR TRAIN CLEANING REAGENT

S. No	Name of Chemicals and Detergents	Make	Area of application
1	Tasky R 2	Johnson Diversy	Body Panel, Window Glass, Stainless Steel
2	Tasky R 3	Johnson Diversy	Window Glass
3	Tasky Spiral (F-11)	Johnson Diversy	Floor, Stainless Steel, Train Roof and Body
4	Rubbing Compound	3M	Body Side Interior Painted Surface
5	Wax foam Polish	3M	Body Side Interior Painted Surface
6	Methanol, Ethanol, Isopropanol	Medical grade methanol of standard firm	All Places except these product can cause any damage
7	D 7 or Glow side		Stainless Steel Grab Pole and Bar, Seat
8	Gum Remover	Taski Johnson Diversy	For chewing gum
9	Jontec Resitol	Johnson Diversy	Floor
10	Degreaser	Johnson Diversy	For chewing gum, Dirty marks

3.1.3 SPECIFICATION FOR DEPOT CLEANING CONSUMABLE

3.1.3.1 The contractor shall submit the details of consumable he intend to use for approval of Procuring Entity(PE) or Procuring Entity(PE)'s Representative. The consumable shall be branded and of high quality and specification in general to be followed as below. Procuring Entity(PE) or Procuring Entity(PE)'s Representative may reject the proposed consumable by the contractor and direct contractor a particular item at his discretion, the contractor shall follow the Procuring Entity(PE) or Procuring Entity(PE)'s Representative direction: The quantity shall be as desired by the Procuring Entity(PE) or Procuring Entity(PE)'s representative according to site and work requirement.

- I) Liquid Hand Wash - Dettol
- II) Tissue paper box - Maple
- III) Air/Room Freshener - Premium
- IV) Naphthalene Balls -
- V) Odonizer/odonil - Odoniletc
- VI) Toilet Cleaner - Harpic
- VII) Urinal cube - Dabur A-1
- VIII) Urinal Mat -
- IX) Glass Wiper - Gala/Spotzero
- X) Small Dust Bin(With pedal) -



- XI) Large Dust Bin -
- XII) Garbage Bin - Neel Kamal/cello or equivalent
- XIII) Bucket(Small and Big) - Cello/Milton
- XIV) Helmets
- XV) Safety Belt
- XVI) Yellow Duster
- XVII) Clay/sand Flower pots(Life 1yrs)& weather plant(life 1 yr)
- XVIII) Door mats thick rubberize(approx. 2'*1')
- XIX) Coconut Broom
- XX) Hard Cleaning Bamboo Broom
- XXI) Garden Gloves Anti Cut Type
- XXII) Iron Patti
- XXIII) Toilet Brush
- XXIV) Garbage bag Big
- XXV) Garbage Bag Small

3.1.4 SPECIFICATION FOR MACHINES

- 3.1.4.1 The make and model of the machine and requirements are specified in the ITB Form-T-IV. However, if contractor desires to use similar or equivalent machines, prior approval of JMRC would be required.

3.1.5 SPECIFICATION FOR HAND TOOLS AND CLEANING APPLIANCES

- 3.1.5.1 The contractor shall submit the details of hand tools and cleaning appliances he intend to use for approval of Procuring Entity(PE) or Procuring Entity(PE)'s Representative. The hand tools and cleaning appliances shall be branded and of high quality and specification in general to be followed as below. Procuring Entity(PE) or Procuring Entity(PE)'s Representative may reject the proposed consumable by the contractor and direct contractor a particular item at his discretion, the contractor shall follow the Procuring Entity(PE) or Procuring Entity(PE)'s Representative direction.

- a. Wiper - Neel Kamal/TTS or equivalent
- b. Mop - TTS/Scotch bright or equivalent
- c. Long Handle Brush -Johnson/Karcher/Roots/NeelKamal/TTS or equivalent
- d. Squeegee - Neel Kamal/Scotch bright /TTS or equivalent
- e. Microfiber cloth -Branded and High Quality
- f. Hand brush -Branded and High Quality



- g. Dusters -Branded and High Quality
h. Others - Branded and High Quality

3.1.6 SAFETY DO'S AND DON'T'S

3.1.6.1 The premises are having High Voltage Over Head Electric Lines, High Voltage Equipment on Train and Depot, the movement of Trains in the depot, Rail Track, Sophisticated Equipment etc. which can cause major injury, electrocution, death to the personnel and thus requirements for safety observance is very high.

3.1.6.2 The following rules /guidelines must be followed to ensure personal safety as well as depot safety

While moving in the Depot

- Do not cross the track, always use the walkway provided adjacent to the track for accessing the Stabling Lines
- Do not cross in front of energized train (when it head light is glowing)
- Do not put your leg or other body part in between of any points
- Do not move idle on track
- Do not move under high tension line with long bar and rods
- Be careful of high tension overhead line
- Be careful of movement of points while crossing the track near point machine
- Be careful of uneven way due to spreading of ballast
- Always response to horn (whenever heard of horn just check around)

While working in the train

- Do not board/jump off moving train (doesn't matter how slow it is)
- Do not go under the train (when it is energized)
- Do not touch any part or equipment mounted under the train
- Do not touch or disturb any set up or equipment in any open boxes/cubicle
- Do not direct water jet towards high tension overhead line
- Do not clamp safety belt with overhead line (while working on the roof)
- Do not run on slippery area or wet floor



- Do not try to access any of the roof platform other than the designated gate/door
- Do not try to access the roof platform without any prior permission
- Do not jump from the train in inspection bay line (use ladder with proper clearance from the train) as train floor is very high at inspection bay
- Do not put ladder or other working platform beyond yellow line (marked on the floor of Inspection Bay Line)
- During external washing of train at IBL, OHE line of the track on which train is and of adjacent line must be isolated
- Always wear safety belt while working on the roof and belt must be properly secure (not with OHE)
- Before accessing the roof, isolation of overhead line must be ensured by checking status of discharged rod hanging
- Be careful while working on roof (for slippery roof & sharp edges)
- Be careful of other activities happening around
- Report any damage caused (to train or other property) or any other suspicious object to PPIO In charge or INSPECTION Supervisor.

3.1.7 Safety and Environmental Procedure

The cleaning and wax-polishing agency should:

- Obtain authorization to work from the person-in-charge of Control Centre/PPIO.
- Fix a "Not to Go" target at each end of the train.
- Scrubbing, rubbing and polishing machines shall be operated by trained persons only. When it is not feasible to use scrubbing machine, wax-polishing machine; rubbing machine, hand brushing is to be carried out.
- Do not operate any equipment of the train.
- Do not work on train when it is moving.
- Report any damage arising from cleaning work to the authorized representative of Employer.
- While cleaning and washing the roof, proper safety to be taken and safety belts to be used.

3.1.8 GARBAGE/WASTE DISPOSAL



The garbage shall be collected in bags during cleaning and shall be disposed off by the contractor outside the depot area in JDA/ JMC's disposal yard / scrap yard with maximum frequency of bi-weekly for disposal. Payment will be paid for Garbage disposal on actual work execution basis.

3.2 SCOPE OF WORK AND PROCEDURE OF TRAIN CLEANING

3.2.1.1 The scope of work and the procedure for train cleaning and wax polishing shall be as per table below. The contractor shall follow the same.

S.No.	Work contents	Tool & Material	% weight age for Bill payment
1. DAILY CLEANING INTERNAL			
1.1.	SALOON INTERIOR		5
1.1.1.	LIGHT COVERS		
	<ol style="list-style-type: none"> 1. Clean the light covers with wet cloth and using specified cleaning agent. 2. Wipe with dry cloth. 3. No grease, no dust, no finger print, no water, no gum should be left behind 	-Wet Cloth and Sponge -R2 -Dry cloth	
1.1.2.	FLOOR COVER- FLOOR COVERING & THRESHOLD		30
	<ol style="list-style-type: none"> 1. Clean the dust with broom and Vacuum Cleaner. Remove the gum etc. 2. Wet the floor sufficiently with water and specified cleaning agent 3. Scrub the floor with long handle brush 4. Wash and Wipe out water 5. Mop the floor with clean water 6. No tissue, no litter, no foot-print, no gum, no dirty mark no water should be left behind 	-Vacuum Cleaner -Trapezoidal Broom - Long Handle Hand Scrubber/Brush -Wiper-Plain Mops -Micro fibre Mops - Tasky Spiral diluted in water-No sharpening knife for gum removal,	
1.1.3.	GANGWAY		5
	<ol style="list-style-type: none"> 1. Protect the gangway thread plate such that 	-Mops -Hand	



S.No.	Work contents	Tool & Material	% weight age for Bill payment
	<p>water do not go inside the coupler</p> <ol style="list-style-type: none"> 2. Wet the gangway with slight water and specified cleaning agent. Scrub the gangway thread plate with hand brush. Mop the gangway thread plate. 3. Clean the gangway internal surface with wet mop by scrubbing and mopping. 4. Remove any substances e.g. gum, graffiti 5. No grease, no tissue, no litter, no dust, no finger print, no foot-print, no water, no gum should be left behind 	<p>Brush -Hand Spray Guns -Microfibre Cloth and Sponge -No sharpening knife for gum removal</p>	
1.1.4.	PASSENGER SEAT		5
	<ol style="list-style-type: none"> 1. A little wet wiping with microfiber cloth and cleaning 2. No grease, no dust, no finger print, no water, no gum should be left behind 	<p>-Mops -Hand Brush-Hand Spray Guns- Microfiber Cloth and Sponge -No sharpening knife for gum removal - Tasky R2 & R3 diluted in water</p>	
1.1.5.	PASSENGER RETENTION -GRAB HANDLE, GRAB POLE & RAIL ,STRAP HANGER & DRAUGHT SCREEN		5
	<ol style="list-style-type: none"> 1. A little wet wiping with microfiber cloth and cleaning 2. No grease, no dust, no finger print, no water, no gum should be left behind 	<p>- -Mops -Hand Brush - Hand Spray Guns - Microfiber Cloth and Sponge -No sharpening knife for gum removal -Tasky R2 & R3 diluted in water</p>	



S.No.	Work contents	Tool & Material	% weight age for Bill payment
1.1.6.	INTERIOR PANEL AND WINDOW GLASS: SIDE PANEL, GANGWAY END PANEL , CEILING COVEING, ROUTE MAPS, ALL STICKERS/LABELS , WINDOW GLASS & PIB SCREEN ETC		5
	<ol style="list-style-type: none"> 1. Wet the area with spray gun having water and specified cleaning agent. 2. Wipe and scrub the area with microfiber cloth. 3. No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind. 4. Do not use wet cloth or spray gun for camera. 	<ul style="list-style-type: none"> - Mops -Hand Brush -Hand Spray Guns -Microfiber Cloth -No sharpening knife for gum removal -Tasky R2 & R3 diluted in water 	
1.1.7.	PASSENGER BODY SIDE DOOR & DOOR PANEL		5
	<ol style="list-style-type: none"> 1. Wet the Area with spray gun having water and specified cleaning agent. 2. Wipe and scrub the area with microfiber cloth. 3. No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind 	<ul style="list-style-type: none"> -- Mops -Hand Brush -Hand Spray Guns -Microfiber Cloth -No sharpening knife for gum removal - Tasky R2 & R3 diluted in water 	
1.1.8.	AIR CONDITIONER-AIR CONDITIONER OUTLET, RETURN AIR GRILL & AIR DUCT OUTLETS		5
	<ol style="list-style-type: none"> 1. A litle wet wiping with microfiber cloth and cleaning 2. No grease, no dust, no finger print, no water, no gum should be left behind 	<ul style="list-style-type: none"> -Mops -Hand Brush -Hand Spray Guns -Microfiber Cloth and Sponge -No 	



S.No.	Work contents	Tool & Material	% weight age for Bill payment
		sharpening knife for gum removal -Tasky R2 & R3 diluted in water	
1.1.9.	FIRE EXTINGUISHER AND FIXING POSITION		5
	<ol style="list-style-type: none"> 1. A little wet wiping with microfiber cloth and cleaning 2. No grease, no dust, no finger print, no water, no gum should be left behind 	-Mops -Hand Brush -Hand Spray Guns -Microfiber Cloth and Sponge -No sharpening knife for gum removal -Tasky R2 & R3 diluted in water	
1.2.	CAB FACILITIES		
1.2.1.	FLOOR COVER- FLOOR COVERING & THRESHOLD		5
	<ol style="list-style-type: none"> 1. Clean the dust with broom and Vacuum Cleaner. Remove the gum etc. 2. Wet the floor sufficiently with water and specified cleaning agent 3. Scrub the floor with long handle brush 4. Wash and Wipe out water 5. Mop the floor with clean water 6. No tissue, no litter, no foot-print, no gum, no dirty mark no water should be left behind 	-Vacuum Cleaner -Trapezoidal Broom - Long Handle Hand Scrubber/Brush -Wiper -Plain Mops -Microfiber Mops - Tasky Spiral diluted in water -No sharpening	



S.No.	Work contents	Tool & Material	% weight age for Bill payment
		knife for gum removal,	
1.2.2.	CAB DOOR		5
	<ol style="list-style-type: none"> 1. Wet the Area with spray gun having water and specified cleaning agent. 2. Wipe and scrub the area with microfiber cloth. 3. No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind 	-- Mops -Hand Brush -Hand Spray Guns -Microfiber Cloth -No sharpening knife for gum removal -Tasky R2 & R3 diluted in water	
1.2.3.	CAB INTERIOR PANEL: DRIVER CONSOLE, AUXILIARY CONSOLE, CEILING, CAB BACK WALL, DRIVER SEAT AND AUXI. SEAT, DOORS, TNI SCREEN AND DIF SCREEN ETC.		5
	<ol style="list-style-type: none"> 1. Soak the microfiber cloth with water and specified cleaning agent. 2. Wipe, scrub and clean the area with wet microfiber cloth. 3. Do not use the spray gun in Cab to avoid any water or detergent penetrating into switch block of train operator console and other equipment 4. No grease, no dust, no finger print, no water, no gum should be left behind. 5. Do not use wet cloth or spray gun for various display screens. 	-- Mops -Hand Brush -Microfiber Cloth -No sharpening knife for gum removal -Tasky R2 & R3 diluted in water	
1.2.4.	EXTERNAL DRIVER'S CAB AND WIND SCREEN		5
	<ol style="list-style-type: none"> 1. Wet the surface with microfiber mop soaked into water and specified cleaning agent. 2. Squeegee the water with window squeegee. 3. Use only insulated material handle of mop and squeegee. 	-Window Squeegee with insulated short Handle -Microfiber	

S.No.	Work contents	Tool & Material	% weight age for Bill payment
	<ol style="list-style-type: none"> 4. Do not spray the water as High Voltage Danger. 5. Do not use long handle mop and squeegee as High Voltage Danger. 6. No grease, no dust, no finger print, no water, no gum should be left behind. 	Mops with insulated short Handle -Tasky R2 & R3 diluted in water	
1.2.5.	SALOON WINDOW GLASS		5
	<ol style="list-style-type: none"> 1. Glass of trains which are passed through the auto wash plant shall be wiped off immediately after auto wash plant. 2. Trains which are not passed through auto wash plant shall be cleaned manually. 3. Wet the surface with microfiber mop soaked into water and specified cleaning agent. 4. Squeegee the water with window squeegee. 5. Use only insulated material handle of mop and squeegee. 6. Do not spray the water as High Voltage Danger. 7. Do not use long handle mop and squeegee as High Voltage Danger. 8. No water mark, no dust, no finger print, no water, no gum should be left behind. 	- Window Squeegee with Insulated Handle -Microfiber Mops with insulated Handle -Tasky R2 & R3 diluted in water	
1.2.6	DRIVER CAB FRONT GLASS CLEANING BOTH SIDE		5
	<ol style="list-style-type: none"> 1. Wet the surface with microfiber mop soaked into water and specified cleaning agent. 2. Squeegee the water with window squeegee. 3. Use only insulated material handle of mop and squeegee. 4. Do not spray the water as High Voltage Danger. 5. Do not use long handle mop and squeegee as High Voltage Danger. 6. No water mark, no dust, no finger print, no water, no gum should be left behind. 	Window Squeegee with insulated Handle -Microfiber Mops with insulated Handle -Tasky R2 & R3 diluted in water	
2. CLEANING OF ROOF			
3.1	Cleaning of HT equipment's Roof area		20



S.No.	Work contents	Tool & Material	% weight age for Bill payment
3.2	Cleaning of Remaining Roof Area		80
	<ol style="list-style-type: none"> 1. Wet the area with spray gun having water and specified cleaning agent. 2. Scrub the Train Roof with hand soft scrubbing pad. 3. Rinse the Train Roof thoroughly with water. 4. Wipe off to dry the car body 5. No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind 6. The Train Roof should shine after heavy cleaning and no dirt should come on the white duster cloth while rubbed on the surface. 7. Rain gutter including upper and lower pad should be cleaned proper to avoid any choking. 	-Spray Gun -Hand Soft Scrubbing Pad -wiper and squeegee -Micro fiber Mops - Tasky R2/R3 diluted in water -No sharpening knife for gum removal,	
3.	INTERNAL HEAVY CLEANING		
3.1	SALOON INTERIOR		
3.1.1	FLOORING - FLOOR COVERING ,FLOOR BOARD & THRESHOLD		30
	<ol style="list-style-type: none"> 1. Clean the dust with broom and Vacuum Cleaner. Remove the gum etc. 2. Wet the floor sufficiently with water and specified cleaning agent 3. Scrub thoroughly the floor with single disc scrubbing machine. 4. Wipe off the water, cleaning agent and dirt, with Vacuum Cleaner. 	- Vacuum Cleaner -Trapezoidal Broom - Single Disc Scrubbing Machine -Wiper	
	<ol style="list-style-type: none"> 5. Rinse the floor with clean water and suck the water with vacuum cleaner 6. Mop the floor with microfiber mop soaked with clean water 7. No tissue, no litter, no foot-print, no gum, no dirty mark, no water should be left behind. 8. The floor should shine after heavy cleaning and no dirt should come on the white duster cloth while rubbed on the floor. 	-Plain Mops -Microfiber Mops - Tasky Spiral diluted in water -No sharpening knife for gum removal,	

S.No.	Work contents	Tool & Material	% weight age for Bill payment
3.1.2	GANGWAY		10
	<ol style="list-style-type: none"> 1. Protect the gangway thread plate such that water do not go inside gangway convolute and fall on the coupler. 2. Open the fixed Tread Plate and the flexible Tread plate. 3. Scrub the dust with hand brush and remove the debris from under the tread plate area using vacuum cleaner 4. Close the fixed Tread Plate and the flexible Tread plate. 5. Wet the gangway thread plate with slight water and specified cleaning agent. Scrub the gangway thread plate with single disc scrubbing machine. 6. Wet mops with microfiber cloth the gangway thread plate several times. 7. Clean the gangway convolutes with wet microfiber mop by scrubbing and mopping. 8. No grease, no tissue, no litter, no dust, no finger print, no foot-print, no water, no gum should be left behind 9. The gangway and gangway thread plate should shine after heavy cleaning and no dirt should come on the white duster cloth while rubbed on the surface 	-Vacuum Cleaner - Hand Scrubber and Brush - Single Disc Scrubbing Machine -Wiper -Plain Mops -Microfiber Mops - Tasky Spiral diluted in water -No sharpening knife for gum removal,	
3.1.3	PASSENGER SEAT AND &UNDER PASSENGER SEAT		10
	<ol style="list-style-type: none"> 1. Wet the Area with spray-gun-having water and specified cleaning agent. 2. Scrub the seats with hand soft scrubbing pad. 3. Wipe off the seats with microfiber cloth 4. No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind 5. The seats should shine after heavy cleaning and no dirt should come on the white duster cloth while rubbed on the surface. 6. Clean the under area of passenger seat with 	-Spray Gun -Hand Soft Scrubbing Pad -Microfiber Mops - Tasky R2/R3 diluted in water -No sharpening knife for gum	

S.No.	Work contents	Tool & Material	% weight age for Bill payment
	appropriate chemical and machine	removal,	
3.1.4	PASSENGER RETENTION- GRAB HANDLE, GRAB POLE & RAIL, STRAPHANGER, DRAUGHT SCREEN		5
	<ol style="list-style-type: none"> 1. Wet the Area with spray gun having water and specified cleaning agent. 2. Scrub Steel Parts with hand soft scrubbing pad. 3. Wipe off the Passenger Retention with wet microfiber cloth 4. No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind 5. The Passenger Retention should shine after heavy cleaning and no dirt should come on the white duster cloth while rubbed on the surface 	-Spray Gun -Hand Soft Scrubbing Pad -Microfiber Mops - Tasky R2/R3 diluted in water -No sharpening knife for gum removal,	
3.1.5	INTERIOR PANEL AND WINDOW: GLASS-SIDE PANEL ,GANGWAY END PANEL, ROUTE MAPS ,CEILING COVERING ,PIB SCREEN & ADVERTISEMENT PANELS		5
	<ol style="list-style-type: none"> 1. Wet all the Interior Panels and Window Glasses with spray gun having water and specified cleaning agent. No area should be left 2. Scrub the area with microfiber cloth such that adamant marks, dirt are removed and the surface is cleaned. Care to be taken that the paint is not damaged. Do not use scrubbing Pad. 3. Do not use wet cloth or spray gun for camera. 4. Clean all nook and corner and no area shall be left. The special tools may be required for non access area. 5. Wipe all the interior panel with microfiber cloth and water 6. No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should 	- Spray Gun -Microfiber Cloth - Tasky R2/R3 diluted in water -No sharpening knife for gum removal,	



S.No.	Work contents	Tool & Material	% weight age for Bill payment
	be left behind 7. All the Interior Panel and Window Glasses should shine after heavy cleaning and no dirt should come on the white duster cloth while rubbed on the surface		
3.1.6	PASSENGER BODY SIDE DOOR, DOOR COVERING PANELS PANEL		5
	1. Wet Passenger Doors and Window Glasses with spray gun having water and specified cleaning agent. No area should be left 2. Scrub the area with microfiber cloth such that adamant marks, dirt are removed and the surface is cleaned. Care to be taken that the paint is not damaged. Do not use scrubbing Pad. 3. Clean all nook and corner and no area shall be left. The special tools may be required for non access area. 4. Wipe all the Passenger Doors and Window Glasses with microfiber cloth and water 5. No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind 6. All the Passenger Doors and Window Glasses should shine after heavy cleaning and no dirt should come on the white duster cloth while rubbed on the surface	- Spray Gun -Microfiber Cloth - Tasky R2/R3 diluted in water -No sharpening knife for gum removal	
3.1.7	AIR CONDITIONER—AIR CONDITIONER OUTLET, RETURN AIR GRILL & AIR DUCT OUTLETS		10
	1. Scrub the dust, dirt and mud deposited at the Air Conditioner Outlet, Return Air Grill, & Air Duct Outlets with the brush and suck through vacuum cleaner. Use special tools for nooks, corner etc. 2. Wet Air Conditioner Outlet, Return Air Grill, & Air Duct Outlets with spray gun having water and specified cleaning agent. No area should be left 3. Scrub the area with microfiber cloth such that	-Spray Gun -Microfiber Cloth - Tasky R2/R3 diluted in water -No sharpening knife for gum removal	



S.No.	Work contents	Tool & Material	% weight age for Bill payment
	<p>adamant marks, dirt are removed and the surface is cleaned. Care to be taken that the paint is not damaged. Do not use scrubbing Pad.</p> <p>4. Clean all nook and corner and no area shall be left. The special tools may be required for non access area.</p> <p>5. Wipe all the Air Conditioner Outlet, Return Air Grill, & Air Duct Outlets with microfiber cloth and water</p> <p>6. No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind</p> <p>7. All the Air Conditioner Outlet, Return Air Grill, & Air Duct Outlets should shine after heavy cleaning and no dirt should come on the white duster cloth while rubbed on the surface</p>		
3.1.8	FIRE EXTINGUISHER AND FIXING POSITION		5
	<p>1. A little wet wiping with microfiber cloth and cleaning</p> <p>2. No grease, no dust, no finger print, no water, no gum should be left behind</p>	<p>-Spray Gun -Hand Soft Scrubbing Pad -Microfiber Mops - Tasky R2/R3 diluted in water -No sharpening knife for gum removal,</p>	
3.2	CAB FACILITIES		
3.2.1	FLOOR COVER- FLOOR COVERING & THRESHOLD		10
	<p>1. Clean the dust with broom and Vacuum Cleaner. Remove the gum etc.</p> <p>2. Wet the floor sufficiently with water and specified cleaning agent</p> <p>3. Scrub the floor with long handle brush</p> <p>4. Wash and Wipe out water</p> <p>5. Mop the floor with clean water</p>	<p>-Vacuum Cleaner -Trapezoidal Broom - Long Handle Hand Scrubber/Brus</p>	



S.No.	Work contents	Tool & Material	% weight age for Bill payment
	<p>6. No tissue, no litter, no foot-print, no gum, no dirty mark, no water should be left behind</p>	<p>h -Wiper -Plain Mops -Microfiber Mops - Tasky Spiral diluted in water -No sharpening knife for gum removal,</p>	
3.2.2	CAB DOOR		5
	<ol style="list-style-type: none"> 1. Wet the area with spray gun having water and specified cleaning agent. 2. Wipe and scrub the area with microfiber cloth. 3. No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind 	<p>-- Mops -Hand Brush -Hand Spray Guns -Microfiber Cloth -No sharpening knife for gum removal -Tasky R2 & R3 diluted in water</p>	
3.2.3	<p>CAB INTERIOR PANEL: DRIVER CONSOLE, AUXILIARY CONSOLE, CEILING, CAB BACK WALL, DRIVER SEAT AND AUXI-SEAT, DOORS, TNI SCREEN AND DIF SCREEN ETC.</p>		5
	<ol style="list-style-type: none"> 1. Wet all the Interior Panels and Window Glasses with Wet Microfiber cloth having water and specified cleaning agent. No area should be left 2. Do not use wet cloth or spray gun for various display screens. 3. Scrub the area with microfiber cloth such that adamant marks, dirt are removed and the surface is cleaned. Care to be taken that the 	<p>-- Mops -Hand Brush -Microfiber Cloth -No sharpening knife for gum removal -Tasky R2 &</p>	



S.No.	Work contents	Tool & Material	% weight age for Bill payment
	<p>paint is not damaged. Do not use scrubbing Pad.</p> <p>4. Clean all nook and corner and no area shall be left. The special tools may be required for non access area.</p> <p>5. Wipe all the interior panel with wet microfiber cloth</p> <p>6. No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind</p> <p>7. All the Interior Panel and Window Glasses should shine after heavy cleaning and no dirt should come on the white duster cloth while rubbed on the surface</p>	R3 diluted in water	
4. WAX POLISHING			
	SALOON INTERIOR (GANGWAY VESTIBULE WALLS & SWING PANELS, SIDE WALLS, AIR-CONDITIONERS PANELS, CAB TO SALOON DOORS) AND DRIVER'S CAB (CONTROL CONSOLE, AUXILIARY CONTROL PANEL, FAULT INDICATION PANEL, "A" SIDE PARTITION, "B" SIDE PARTITION, "B" CABINET PANEL ETC.)		
4.1.1	GANGWAY VESTIBULE WALLS		20
	SWING PANELS (DOOR COVING PANELS)		20
	SIDE WALLS		20
	AIR- CONDITIONERS PANELS		20
	CAB TO SALOON DOORS		20
	<p>1. Wax polishing shall be done after Internal Heavy Cleaning is done</p> <p>2. After internal heavy cleaning rub the surface with rubbing compound.</p> <p>3. Wipe off rubbing compound with microfiber cloth</p> <p>4. Apply the foam polish and polish the surface</p> <p>5. The surface should be shining after the application of polish</p>	<p>-Perfect IT foam polish 05995 (Make-3M)</p> <p>- 3M Rubbing Compound</p> <p>-Foam pad (make-3M)</p> <p>-Polish Machine</p> <p>-Ethanol or methanol</p> <p>-Abrasive disc</p>	

S.No.	Work contents	Tool & Material	% weight age for Bill payment
		(Make-3M)	
5. HEAVY CLEANING EXTERNAL			
5.1	EXTERNAL DRIVER'S CAB		10
5.2	CAB WIND SCREEN		10
	<ol style="list-style-type: none"> 1. Wet the area with spray gun having water and specified cleaning agent. 2. Scrub the External Driver's Cab with hand soft scrubbing pad. 3. Rinse the External Driver's Cab thoroughly with water. 4. Wipe off to dry the car body 5. No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind 6. The External Driver's Cab should shine after heavy cleaning and no dirt should come on the white duster cloth while rubbed on the surface 	-Spray Gun -Hand Soft Scrubbing Pad -wiper and squeegee -Micro fiber Mops - Tasky Spiral /R2/R3 diluted in water -No sharpening knife for gum removal,	
5.3	EXTERNAL CAR BODY		40
5.4	SALON WINDOW GLASS		40
	<ol style="list-style-type: none"> 1. Wet the area with spray gun having water and specified cleaning agent. 2. Scrub the External Car Body with hand soft scrubbing pad. 3. Rinse the External Car Body thoroughly with water. 4. Wipe-off-to-dry the car body 5. No grease, no dust, no finger print, no water, no gum, no black spot, no dirty marks should be left behind 6. The External Car body should shine after heavy cleaning and no dirt should come on the white duster cloth while rubbed on the surface 	-Spray Gun -Hand Soft Scrubbing Pad -wiper and squeegee -Micro fiber Mops - Tasky R2/R3 diluted in water -No sharpening knife for gum removal,	
6. FLOOR POLISHING			
6.1	Floor Polishing under Passenger and TO Seat		20
6.2	Remaining floor area of train		80



S.No.	Work contents	Tool & Material	% weight age for Bill payment
	<ol style="list-style-type: none"> 1. Clean the dust with broom and Vacuum Cleaner. Remove gum etc. 2. Wet the floor sufficiently with water and specified cleaning agent 3. Scrub thoroughly the floor with single disc scrubbing machine. 4. Wipe off the water, cleaning agent and dirt, with Vacuum Cleaner. 5. Rinse the floor with clean water and suck the water with vacuum cleaner 6. Mop the floor with microfiber mop soaked with clean water 7. No tissue, no litter, no foot-print, no gum, no dirty mark, no water should be left behind. 8. The floor should shine after heavy cleaning and no dirt should come on the white duster cloth while rubbed on the floor. 9. Apply the O3 coat of Floor Polish with special applicator. 10. Let the Floor Polish to dry. 	<ul style="list-style-type: none"> - Vacuum Cleaner -Trapezoidal Broom - Single Disc Scrubbing Machine -Wiper -Plain Mops -Microfiber Mops -special Polish applicator -No sharpening knife for gum removal, - Tasky Spiral diluted in water - TaskiJontecResitol F2J Floor Polish 	

3.3 SCOPE OF WORK AND PROCEDURE FOR DEPOT HOUSEKEEPING

The scope of work and the procedure for Depot Housekeeping shall be as per Tables given below. The contractor shall follow the same.

3.3.1 Table 01: Schedule of Cleaning and Housekeeping items of Work shop bay at Mansarovar Train depot.

S.No	Description of items	Remarks
1.	Wet cleaning & wiping of passages & different type of floor area provided in work shop bays.	Kota/ marble stone; cement concrete
2.	Cleaning of Different types of finishing works	Metal Cladding; Aluminium glazing etc.

3.	Cleaning of Sign Boards/ Name Boards/Notice boards	
4.	Supply and Cleaning of Dust bins,	
5.	Removing/ disposing of collected garbage/debris,	
6.	Cleaning of Portable fire extinguishers/smoke detectors/ Fire detectors.	
7.	Cleaning of Fire Hydrants and Panels	
8.	Cleaning of Track plinths & Inspection pits	
9.	Cleaning of Electrical Switch boards /Panels /distribution boards	
10.	Cleaning of Indoor lighting & accessories	
11.	Cleaning of Fans/exhaust fans & accessories	
12.	Cleaning of Roof Inspection Platform	
13.	Cleaning of compressed air pipe lines and related equipment	
14.	Cleaning of Main Gate Panels and shutters	
15.	Any other equipment/ Misc. work.	
16.	Cleaning of Sky light area	
17.	Over Head Crane	
18.	Cleaning of Cable Trays.	
19.	Cleaning of Roof Ceiling/Suspended ceiling etc.	
20.	Cleaning of High Bay Light and Accessories	

3.3.2 TABLE 02: Schedule of Cleaning and Housekeeping items of Workshop Building Ground Floor Sections, Rooms & Toilets.at Mansarover Train depot

S.No.	Description of items	Remarks
1.	Wet cleaning & wiping of different type of floor area provided in work shop Building.	
2.	Cleaning of Sign Boards/ Name Boards/Notice boards	
3.	Cleaning of different types of doors/windows frames & shutters	80% weightage will be given for bill payment
4.	Supply and Cleaning of Dust bins	
5.	Removing/ disposing of collected garbage/debris	
6.	Any other equipment/ Misc. works.	
7.	De dusting and/or wet washing of Door mats thick rubberise	
8.	Cleaning of Portable fire extinguishers/smoke detectors/ Fire detectors	

9.	Cleaning of Fire Hydrants and Panels	
10.	Cleaning of Electrical Switch boards /Panels /distribution boards	
11.	Cleaning of all Rolling stock equipment, tools & instruments and test benches	
12.	Cleaning of Telephone sets & accessories	
13.	Cleaning of Computers & accessories	
14.	Cleaning of office equipment & Furniture	
15.	Cleaning of roof ceiling/suspended ceiling & Air diffusers	
16.	Cleaning of Cable Trays, Indoor lighting & accessories	
17.	Cleaning of Air conditioners/Air coolers/Fans & Exhaust fans	
18.	Cleaning of roof	
19.	Cleaning of Drainage, Sewerage, sanitation etc. of toilets/bath room.	20% weightage will be given for bill payment

3.3.3 TABLE 03: Schedule of Cleaning and Housekeeping items of Inspection Bays- 1, 2 & 3 at Mansarover Train depot

S.No.	Description of items	Remarks
1.	Wet cleaning and wiping of floor, Passages & different types of floor area provided in inspection bays.	
2.	Supply and Cleaning of Dust bins	
3.	Removing/ disposing of collected garbage/debris	
4.	Cleaning and attention of all inspection Pit & its drains	
5.	Cleaning of Portable fire extinguishers/smoke detectors/ Fire detectors	Cement concrete
6.	Cleaning of Fire Hydrants and Panels	
7.	Cleaning of Electrical Switch boards /Panels /distribution boards	
8.	Cleaning of Power supply. equipment	
9.	Cleaning of Fans/exhaust fans & accessories	
10.	Cleaning of compressed air pipe lines and related equipment	
11.	Cleaning of Roof Access platform	
12.	Cleaning of Sign Boards/ Name Boards/Notice boards	

13.	Cleaning of MS pipe hand rail/Movable Ladders etc.	
14.	Cleaning of Inspection Bays Track and Track mounting columns	
15.	Cleaning of Roof Ceiling etc.	
16.	Cleaning of High Bay lights and all accessories	
17.	Cleaning of Sky Light Area	
18.	Cleaning of cable Trays, Indoor lighting & accessories	
19.	Cleaning of EOT Cranes and Other Structure available	
20.	Cleaning of Different types of finishing works	
21.	Cleaning and attention of all inspection Pit & its drains	
22.	Any other equipment/ Misc. work.	

3.3.4 Table 04: Schedule of Cleaning and Housekeeping items of Time office, Test track, ETP, Pump room, Outside ASS at Mansarovar Train Depot

S.No	Description of items	Remarks
A. Time office		
Schedule- Daily & as and when required		
1.	Wet cleaning and wiping of Different floor types of floor area provided in security & Time office	Marble, Kota stone; cement concrete etc.
2.	Cleaning and wiping of toilets/bath room (2 times in each shift)	
3.	Cleaning of Different types of doors/ windows frames& shutters	
4.	Cleaning of Depot-main Gate panels of Gate No-1 with all accessories	
5.	Cleaning of duty Room with office equipment of gate no.- 1	
6.	Cleaning of office equipment/Furniture	
7.	Supply and Cleaning of Dust bins	
8.	Removing/ disposing of collected garbage/debris	
9.	Cleaning of Electrical Switch boards /Panels /distribution boards	
10.	Cleaning of Sign Boards/ Name Boards/Notice boards	



11.	Cleaning of Access system equipment	
12.	Cleaning of Roof Ceiling/Suspended Ceiling etc.	
13.	Cleaning of Cable Trays, Indoor lighting of time office & external lighting of gates & accessories	
14.	Cleaning of Air conditioners/Air coolers/Fans & Exhaust fans etc.	
B. Test Track		
S.No.	Description of items	Remarks
Schedule- Daily & as and when required		
1.	Cleaning maintenance of, shrubs hedging in the test track	Bituminous /Concrete
2.	Cleaning maintenance of, shrubs hedging along with test track (both sides)	
3.	Cleaning maintenance of, shrubs hedging along with boundary adjoining test track	
4.	Any other work	
C. Effluent Treatment Plant		
S.No	Description of items	Remarks
Schedule- Daily & as and when required		
1.	Scrubbing, Wet cleaning and Wiping of different types of floor area provided in effluent building	Kota stone; cement concrete etc.
2.	Cleaning of Different types of finishing works	
3.	Removing/ disposing of collected garbage/debris	
4.	Cleaning of Sewage & Effluent equipment	
5.	Cleaning of Fire Hydrant and panels	
6.	Cleaning of Pump room with equipment available	
7.	Cleaning of equipment i.e. electrical/mechanical equipment and pipe lines	
8.	Cleaning of Bar Screen of ETP	
9.	Cleaning of Roof Ceiling/Suspended Ceiling etc.	
10.	Cleaning of cable trays, Indoor lighting & accessories	

11.	Cleaning of Different types of finishing works	
12.	Removing/ disposing of collected garbage/debris	
D. Pump house Plant		
S.No	Description of items	Remarks
Schedule- Daily & as and when required		
1.	Scrubbing & Deep Cleaning /Wet cleaning and wiping of different types of floor area provided in pump room	Marble, Kota stone; cement concrete etc.
2.	Cleaning of pumps, panels, motors and drainage	
3.	Cleaning of Different types of doors/ windows frames	
4.	Cleaning of office equipment/Furniture etc.	
5.	Supply and Cleaning of Dust bins	
6.	Removing/ disposing of collected garbage/debris	
7.	Cleaning of all M&P's inside pump house	
8.	Cleaning of level indicator and Bore well starter panel pressure switch Gauges etc.	
9.	Cleaning of Fire pump, diesel fire pump, electrical panel, pipe line & accessories etc.	
10.	Cleaning of water treatment system with all accessories	
11.	Cleaning of Fans/Exhaust fans & accessories	
12.	Cleaning of Roof Ceiling/Suspended Ceiling etc.	
13.	Cleaning of U.G. fresh water tank, soft water tank & fire tank etc.	
14.	Cleaning of Cable Trays, Indoor lighting Electrical panels & accessories	
E. Outside ASS		
S.No	Description of items	Remarks
Schedule- Daily & as and when required		
1.	Cleaning /Wet cleaning of different types of floor area provided outside ASS	Damar road; cement concrete etc.

3.3.5 Table 05: Schedule of Cleaning and Housekeeping items of DCOS Stores and P. Way offices and Creche at Mansarovar Train Depot

S.No	Description of items	Remarks
A. DCOS Store		
Schedule- Daily & as and when required		
1.	Wet cleaning and wiping of floor, Passages & different types of floor area provided in DCOS Store	Marble, Kota stone; cement concrete etc.
2.	Cleaning of loading /unloading passage & ramp area.	Dovetex tiles; Ceramic glazed tiles etc.
3.	Cleaning of Sign Boards/ Name Boards/Notice boards	
4.	Cleaning of Different types of doors/ windows frames & shutters	
5.	Cleaning of Hand rails/PVC/S.S /M S Pipe Railing	
6.	Cleaning of office equipment/Furniture	
7.	Supply and Cleaning of Dust bins	
8.	Removing/ disposing of collected garbage/debris	
9.	Cleaning of Portable Fire extinguishers/smoke detectors/ Fire detectors	
10.	Cleaning of Fire Hydrants and Panels	
11.	Cleaning of Electrical Switch boards/ Panels/ distribution boards	
12.	Cleaning of material handling equipment	
13.	Cleaning of vertical Carousal system equipment	
14.	Cleaning of Lorries/Trucks/stackers	
15.	Cleaning of Material Racks & Storage Racks	
16.	Cleaning of Main Gate panels and rolling shutters	
17.	Grass cutting & cleaning of area around DCOS building	
18.	Cleaning of Roof Ceiling/Suspended Ceiling and roof etc.	
19.	Cleaning of Sky light area	
20.	Cleaning of Cable Trays, Indoor lighting & accessories	
21.	Any other equipment/ Misc. works	

S.No.	Description of items	Remarks
B. P. Way offices		
Schedule- Daily & as and when required		



1.	Wet cleaning and wiping of floor, Passages & different types of floor area provided in P. Way office	Kota stone; cement concrete etc.
2.	Cleaning and wiping of toilets/bath room	20% weightage for bill payment will be considered
3.	Cleaning of Different types of finishing works	Dovetex tiles; Ceramic glazed tiles
4.	Cleaning of Sign Boards/ Name Boards/Notice boards.	
5.	Cleaning of Different types of doors/ windows frames& shutters	
6.	Cleaning of office equipment/Furniture etc.	
7.	Supply and cleaning of Dust bins	
8.	Removing/ disposing of collected garbage/ debris	
9.	Cleaning of Drainage, Sewerage & sanitation etc. of toilets/bath room	
10.	Cleaning of Portable fire extinguishers/smoke detectors/ Fire detectors	
11.	Cleaning of Fire Hydrants and Panels	
12.	Cleaning of Electrical Switch boards /Panels /distribution boards	
13.	Cleaning of Track Equipment	
14.	Cleaning of Machinery and Plants	
15.	Cleaning of Material handling equipment	
16.	Cleaning of JMRC Transport vehicle (Rail /Road) including Motor Trolleys	
17.	Grass cutting of area around P. Way office	
18.	Cleaning of Cable trays , Indoor lighting & accessories	
19.	Cleaning of Roof Ceiling/Suspended Ceiling and roof etc.	
20.	Cleaning of Air conditioners/Air coolers/ Fans/ exhaust fans & accessories	
21.	Cleaning of Material handling equipment	
22.	Cleaning of JMRC Transport vehicle (Rail /Road) including Motor Trolleys	
23.	Grass cutting of area around P.Way office	
24.	Any other work equipment/ Misc. works	

S.No.	Description of items	Remarks
C. CRECHE		
Schedule- Daily & as and when required		
1.	Wet cleaning and wiping of floor, windows, Passages provided in Creche	PVC/wooden flooring
2.	Cleaning and wiping of toilets/bath room, Kitchen and feeding room	20% weightage for bill payment will be considered
3.	Cleaning of Different types of finishing works	Dovetex tiles; Ceramic glazed tiles
4.	Cleaning of Sign Boards/ Name Boards	
5.	Cleaning of Different types of doors/ windows frames& shutters	
6.	Cleaning of office equipment/Kids Furniture/Various Toys etc.	
7.	Supply and cleaning of Dust bins	
8.	Removing/ disposing of collected garbage/ debris	
9.	Cleaning of Drainage, Sewerage & sanitation etc. of toilets/bath room	
10.	Cleaning of Cable trays , Indoor lighting & accessories	
11.	Cleaning of Roof Ceiling/Suspended Ceiling and roof etc.	
12.	Cleaning of Air conditioners/Air coolers/ Fans/ exhaust fans & accessories	
13.	Cleaning of Material handling equipment	
14.	Any other work equipment/ Misc. works	

3.3.6 Table 06: Schedule of Cleaning and Housekeeping items at Pit wheel Lathe, Interior cleaning shed and Automatic Wash Plant at Mansarovar Train Depot

S.No.	Description of items	Remarks
(A) Pit Wheel lathe:		
Schedule- Daily & as and when required		
1.	Scrubbing & Deep Cleaning /Wet cleaning and wiping of different types of floor area in pit wheel lathe building	Kota stone;cement concrete etc.



S.No.	Description of items	Remarks
2.	Supply and Cleaning of Dust bins	
3.	Removing/ disposing of collected garbage/debris	
4.	Scrubbing and deep cleaning of under floor area, passages & different types of floor area provided in pit wheel lathe building	Cement concrete etc.
5.	Cleaning of Different types of finishing works	
6.	Cleaning of Pit wheel lathe machine, shunter & associated equipment	
7.	Cleaning of Sign Boards/ Name Boards/Notice boards	
8.	Cleaning of Office equipment/Furniture	
9.	Cleaning and washing of Track plinth/Cleaning line/ Pit line etc.	
10.	Cleaning and attention of all drains	
11.	Cleaning of Electrical Switch boards /Panels /distribution boards	
12.	Cleaning of Fire Hydrants and Panels	
13.	Cleaning of Main Gate Panels	
14.	Cleaning of Fans/exhaust fans & accessories	
15.	Cleaning of Roof Ceiling/Suspended Ceiling etc.	
16.	Cleaning overhead cranes and its equipment	
17.	Cleaning of cable trays, Indoor lighting & accessories	
S.No.	Description of items	Remarks
(B) Interior Cleaning Shed		
Schedule- Daily & as and when required		
1.	Wet cleaning and wiping of passages, platform & different types of floor area	Kota stone; cement concrete etc.
2.	Supply and Cleaning of Dust bins	
3.	Removing/ disposing of collected garbage/debris	
4.	Scrubbing and deep cleaning of Plat form, provided in interior cleaning shed	Cement concrete etc.
5.	Cleaning and attention of all drains	
6.	Cleaning of Sign Boards/ Name Boards/Notice boards	
7.	Cleaning of Electrical Switch boards /Panels /distribution boards	
8.	Cleaning and washing of Track plinth/Cleaning line/ Pit line etc.	
9.	Cleaning of Different types of finishing works	Metal Cladding etc.
10.	Cleaning of Cable trays, Indoor lighting & accessories	



S.No.	Description of items	Remarks
11.	Cleaning of Fans/exhaust fans & accessories	
12.	Cleaning of Fire Hydrants and Panels	
13.	Any other equipment/ Misc. items	

(C) Automatic coach wash Plant		
Schedule- Daily & as and when required		
1.	Wet cleaning and wiping of Automatic coach wash plant floor	Kota stone;cement concrete etc.
2.	Cleaning of Different types of finishing works	
3.	Cleaning of Sign Boards/ Name Boards/Notice boards	
4.	Cleaning of Different types of doors/ windows frames & shutters	
5.	Cleaning of Office equipment/Furniture etc.	
6.	Supply and Cleaning of Dust bins	
7.	Removing/ disposing of collected garbage/debris	
8.	Cleaning of Recycling tank	
9.	Cleaning of Portable fire extinguishers/smoke detectors/ Fire detectors	
10.	Cleaning of Pumps	
11.	Cleaning of Electrical Switch boards /Panels /distribution boards	
12.	Cleaning of Roof Ceiling/Suspended Ceiling etc.	
13.	Cleaning of Indoor lighting & accessories	
14.	Cleaning of Fans/exhaust fans & accessories	
15.	Cleaning of External lighting fittings& accessories	
16.	Cleaning of Automatic coach wash plant equipment	
17.	Cleaning of RO plant &equipment	
18.	Cleaning of water tanks	
19.	Any other equipment/ Misc. items	

3.3.7 TABLE 07: Schedule of Cleaning and Housekeeping items of Stabling line (covered & open) from 1 to 15 shed at Mansarover Train depot

S.No.	Description of items	Remarks
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Schedule- Daily & as and when required		
1.	Collecting the garbage which accumulate in dirty trains & pick up the debris from SBL and cleaning of Platform and Pathway	
2.	Supply and Cleaning of Dust bins	
3.	Removing/ disposing of collected garbage/debris	
4.	Check the water supply and no water leakage be there.	
5.	Cleaning of sign board / name boards/ notice board.	
6.	Cleaning and attention of all drains.	
7.	Cleaning of electrical switch boards/ panel / distribution boards.	
8.	Cleaning of Roof Ceiling/Suspended Ceiling etc.	
9.	Cleaning of Cable Trays, Indoor lighting & accessories	
10.	Cleaning of Columns etc.	
11.	Any other equipment/ miscellaneous work.	

3.3.8 Table 08: Schedule of Cleaning and Housekeeping items of Car/Scooter Parking area, Circulating area road and Railing & Fencing around workshop & inspection bay.

Item No.	Description of items	Remarks
A. : Car/Scooter Parking area		
Schedule- Daily & as and when required		
1.	Cleaning of parking area	Bituminous /Concrete
2.	Cleaning of the finishing work, shed etc.	
3.	Any other equipment/ Misc. work.	

S.No.	Description of items	Remarks
B. Circulating Area Road		
Schedule- Daily & as and when required		
1.	Cleaning of bitumen surface/concrete surface etc. of circular road, branch roads in the depot & front area outside of depot gate.	
2.	Cleaning of different type of pavement/circulating area	



S.No.	Description of items	Remarks
B. Circulating Area Road		
3.	Cleaning of Kerb stones and interlocking tiles around the road.	
C. Railing & Fencing around workshop & inspection bay		
1.	Cleaning of different type of pavement, Railing and Fencing around workshop & Inspection Bay area	

3.3.9 Table 09: Schedule of Cleaning and maintenance of lawns, Shurbs, hedging grass cutting, trees trimming, Manuring and watering, etc. and grass/Jungle cutting of Stabling yard area, Property development area near Covered stabling Area and other areas/infront of Stabling yard, DCOS Building, infront of Workshop, Inspection bay, Admin Building, Automatic wash plant, Test Track, around gate no. 1 & circulating area etc. at Mansarovar Train Depot

S.No	Description of items	Remarks
(A) Gardening and Horticulture (Near DCOS, workshop, and area along with circular road		
Schedule- Daily & as and when required		
1.	Cleaning, maintenance of lawns, shrubs hedging including watering, cleaning and replantation of new flower plant/grass in place of damaged plants/grass	
2.	Grass Cutting ,trimming & shaping of plants, shrubs, trees and removal of wild grass/plants/Jungle cutting etc.	
3.	Watering and cleaning of trees and plants etc in entire depot area except lawn area.	
4.	Manuring in all trees, plants and grass etc.	
5.	Trimming of plants, trees, vines etc along with the boundary walls	
(B) Wild Grass and Bush Cutting of entire depot area		
Schedule- Daily & as and when required		
1.	Grass Cutting and removal of wild grass/plants of Stabling yard area, In front of Stabling yard, Property development area near Covered stabling Area and other areas, DCOS building, In front of workshop, Inspection bay, P Way siding, Blow Down plant, Automatic wash plant, Test Track, around gate no-1, Circulatory Road area, area around complete	

S.No	Description of items	Remarks
	boundary wall , area between two tracks and across tracks , Admin building etc.	

(C) Supply and Maintaining of Indoor/Outdoor plants & Flower pots		
S.No	Description of items	Remarks
Schedule- Monthly & as and when required(for 50 plants)		
1.	Supplying Arranging and Placing "All weather plants(Life one year) 1.5-2 feet height" in Clay/Sand/Flower Pots (Life 1 year). The plant should be healthy and good looking. Loading/Unloading up keeping, maintenance of plants will be the responsibility of contractor.	Min. No. of Varieties and Qty of indoor, outdoor plants and Flower pots shall be as per Engineer in charge approval.
2.	Maintenance of Plant by regular watering, trimming, shaping, cleaning, replacing the weak and dead plants etc. Plants to be provided shall be selected by JMRC. The contractors shall maintain required no. of plant through out the contract period.	

3.4 PROCEDURES FOR CLEANING AND HOUSEKEEPING ACTIVITIES

3.4.1.1 The cleaning & Housekeeping of all buildings/Premises should be carried out as per frequency given in Tables by adequate No. of trained personnel and by using machineries & equipment. The contractor may have to use the suitable cleaning & washing Detergents/ reagents etc. or as specified by JMRC.

3.5 CLEANING OF ARCHETECTURAL WORKS FOR BUILDINGS AT MANSAROVAR DEPOT

3.5.1 Floor at Depot and passage:

3.5.1.1 Different type of floors provided for depot, passage provided in all buildings, Inspection bay, workshop bay should be kept neat & tidy condition by using wet & dry cleaning methods with adequate trained personnel, machines & equipment. The Eco friendly disinfection detergents / liquids shall be used. The machines /equipment& Disinfection detergents /liquids should not destroy the surface of flooring. Cleaning & housekeeping operations shall not cause any damage to the Buildings, Equipment, and Personnel etc.



- 3.5.1.2 The Oil/grease stains and slippery will develop frequently on the surface of the floors, walls etc. of the work shop area; So proper cleaning should be done to clean the said stains and slippery portion. No damage to the floor surface to be occurred due to **excessive cleaning operations.**
- 3.5.1.3 The Platform, Passages area to be cleaned daily as per the frequency given in the schedule of work, Work shop & inspection bays area; without affecting the operation of depot & workshop etc. The necessary safety signage boards shall be used to avoid any accidents.
- 3.5.1.4 Different types of floor area in all rooms of all buildings .
- 3.5.1.5 Different types of Floors including skirting/dado provided in different rooms of all buildings to be cleaned as per the frequency by using wet & dry cleaning methods by deploying adequate trained personnel and cleaning equipment/ machines. The cleaning area should be kept neat & tidy condition. All rooms are to be cleaned and shall look neat & clean all the time. While cleaning no damage to be occurred to the flooring, carpet, and equipment provided in the rooms

3.5.2 Different types of finishing works to walls, pillars etc.:

- 3.5.2.1 Different type of finishes like glass mosaic tile; acrylic polyurethane enamel paint applied on wood or metal works; Metal cladding; Dovetex tiles etc. shall be cleaned as per frequency given in the schedule of work (Tables) by using wet & dry cleaning methods with adequate trained personnel & cleaning equipment. While cleaning no damage should occur to the provided finishing works.

3.5.3 Cleaning of doors/windows frames & shutters:

- 3.5.3.1 Different type of paneled or glazed doors/windows like wooden, Aluminum.
- 3.5.3.2 Galvanized steel sheet doors, fire rated door etc. shall be cleaned by wet & dry cleaning methods as per frequency. No scratches or damage to be occurred on the cleaning surfaces.

3.5.4 Cleaning of Glasses fixed to the doors, windows, Work shop & Inspection Bays etc.:

- 3.5.4.1 The Glass surface shall be cleaned gently with wet/dry cleaning methods as per frequency given in the schedule of work (Tables). While cleaning the high raised glass surface proper care should be taken so



that no cracks/ breakage occurred. Suitable detergent/liquid soaps to be used for cleaning.

3.5.5 Cleaning of Sky lights

- 3.5.5.1 The sky lights wherever provided in the roofing area of the buildings should be cleaned as per the frequency mentioned in Tables. While cleaning necessary care should be taken such that while cleaning no roof sheets, glass etc. should not get damaged. Normally the sky lights are at higher heights, so adequate plan should make to reach the cleaning area.

3.5.6 Cleaning of shutters:

- 3.5.6.1 Various sizes of rolling shutters provided in all buildings are required to be cleaned by using suitable methods & trained personnel. The color of the cleaned surface & the lubrication material like Grease, oil etc. should not be deteriorated while cleaning.

3.5.7 Cleaning of stainless steel / mild steel/PVC hand railing:

- 3.5.7.1 Stainless steel / Mild steel/PVC hand railing provided to the stair cases/balconies etc. to be cleaned along with the balusters by wet/dry cleaning methods.

3.5.8 Cleaning of suspended ceiling:

- 3.5.8.1 Different type of ceiling like Arm strong ceiling, gypsum ceiling etc. to be cleaned with suitable method and trained personnel and equipment. This activity should be carried out with due care, while cleaning no commuters should be affected.

3.5.9 Cleaning of Workshop and Inspection building etc. roof ceiling:

- 3.5.9.1 The workshop-roof-Ceiling-provided with different type of roof sheets-on the structural steel truss etc. to be cleaned by using suitable methods with adequate trained personnel and cleaning equipment. No hazards should be occurred while cleaning.

3.5.10 Cleaning of Bitumen Surface:

- 3.5.10.1 Bitumen surface provided for the service roads, circulating area parking area is to be cleaned by using dry cleaning methods and concrete surface for the roads etc. is to be cleaned by using wet & dry cleaning methods as per frequency given in the schedule of work (Tables). Proper safety signage is to be used while cleaning to avoid any



accidents. No traffic movements to be affected due to cleaning operations.

3.5.11 Cleaning of Pavement:

3.5.11.1 Pavement of concrete blocks, stone blocks etc. to be cleaned by using dry sweeping or any suitable method, which is provided along with, service roads/ circulating area/parking area. Proper safety signage is to be used while cleaning to avoid any accidents. No traffic movements to be affected due to cleaning operations.

3.5.12 Cleaning of tree guards:

3.5.12.1 Tree guards wherever provided is to be cleaned by using suitable methods. The painted surface should not be deteriorated while cleaning.

3.5.12.2 The indoor plants/ flower pots etc. Should be provided as required and maintain the same.

3.5.13 Cleaning of Kerb Stones:

3.5.13.1 Kerb stones wherever provided should be cleaned by suitable method. It should be ensured that no Fungus formation/stains are developed on the exposed surface of stone. The fluorescent sticker fixed / Paint applied to the kerb stone should not be deteriorated while cleaning.

3.5.14 Cleaning of Roof:

3.5.14.1 The roof surface of all buildings should be cleaned by the suitable method. While cleaning necessary safety procedure is to be adopted.

3.5.15 Cleaning of Mirrors:

3.5.15.1 The mirrors should be cleaned neatly with suitable methods. The due care should be taken about the breakage of mirror or deterioration of its glassiness.

3.5.16 Cleaning of Ceramic Jalli / concrete blocks Jalli

3.5.16.1 The Ceramic jalli /concrete blocks Jalli should be cleaned wherever available, by suitable methods. Proper cleaning equipment/trained personnel to be used for cleaning as per frequency given in the schedule of work (Tables). While cleaning no portion of ceramic Jalli/ concrete blocks Jalli destroyed and inconvenience to the users to be caused.



3.6 ELECTRICAL & FIREFIGHTING WORKS:

3.6.1 Cleaning of butterfly valves / landing valves /internal hydrants, piping of all types and Fire Hydrant panels.

3.6.1.1 All type of valves provided for firefighting pipe lines are to be carried out as per frequency given in the schedule of work (Tables) by dry and wet cleaning methods. It should be ensured that no dust should be accumulating on the valves. The exposed surface of the pipe also to be cleaned and kept in neat condition always.

3.6.2 Cleaning of portable fire extinguishers/Smoke detectors/Fire detectors

3.6.2.1 The portable fire extinguishers/smoke detectors/Fire detectors wherever available in the different building areas are to be kept in neat condition.

3.6.3 Switch boards / Panels/ Main and sub Distribution boards:

3.6.3.1 Different type of Switchboards / Panels/main and sub distribution boards provided in different rooms / locations are to be cleaned by suitable methods & equipment. No operational services should be disrupted due to cleaning operations. No stains/impressions should be remained on Switchboards / Panels/Distribution boards after cleaning. The said boards should be kept in good & clean always. While cleaning, the safety has to be ensured by the cleaning personnel. Any accident if occurs, shall be the sole responsibility of the contractor. No equipment should be damaged due to cleaning.

3.6.4 Cleaning of lighting & accessories:

3.6.4.1 Indoor lighting luminaries with all accessories i.e. fluorescent lamps With/without louvers, which are provided in rooms, concourse, platform, and passages etc. in different buildings, are to be kept neat & tidy condition by using adequate trained personnel/ equipment.

3.6.4.2 External lighting luminaries with all accessories i.e. fluorescent Lamps, Floodlights with/without covers, which are provided outside the building are to be kept neat & tidy condition by using adequate trained personnel/ equipment. Proper safety signage is to be put while cleaning. No traffic should be affected due to cleaning operations. High Mast lightings should be cleaned properly with due care.

3.6.5 Cleaning of Fans/Exhaust fans:

- 3.6.5.1 Different sweep sizes of ceiling & Exhaust fans are to be cleaned by suitable cleaning method which are provided in Rooms/plat form /passage area of all buildings on depot area. No stains or impressions should be remained on both sides of fan blades.

3.6.6 Cleaning of Air-Conditioners: -

- 3.6.6.1 All type of Air-conditioners like Window type, Split type, package types etc. are to be cleaned by using suitable cleaning methods as per the frequency given in Schedule of work. All safety precautions need to be taken while cleaning Electrical Equipment only outer body of equipment along with Louver etc. are to be cleaned.

3.6.7 Cleaning of Panels & All Electrical Equipment in compressor room:

- 3.6.7.1 The different types of Electrical equipment along with the panels available in compressor rooms are to be cleaned by suitable methods & equipment. No operational services should be disrupted due to cleaning operations. While cleaning, the safety has to be ensured by the cleaning personnel .Any accident if occurs, shall be the sole responsibility of the contractor. No equipment should be damaged due to cleaning.

3.6.8 Cleaning of All Equipment available in Fire fighting system

- 3.6.8.1 The different types of equipment available for Firefighting room are to be cleaned by suitable methods & equipment. No operational services should be disrupted due to cleaning operations. While cleaning, the safety has to be ensured by the cleaning personnel. No equipment should be damaged due to cleaning

3.6.9 Cleaning of All Equipment available in Pump room & R.O. Room

- 3.6.9.1 The different types of equipment and Panels available in Pump room are to be cleaned by suitable methods & equipment. No operational services should be disrupted due to cleaning operations. While cleaning, the safety has to be ensured by the cleaning personnel .Any accident if occurs, shall be the sole responsibility of the contractor. No equipment should be damaged due to cleaning.

3.6.10 Cleaning of Inspection pit area at Internal cleaning shed



3.6.10.1 The vertical and bottom surface of the inspection pit area should be cleaned after finishing the day's work and as & when required. No Oil/Grease stains should be remained in the inspection pit area. The dust / garbage collected should be disposed frequently.

3.6.11 Cleaning of Inspection ramp area at automatic washing plant

3.6.11.1 The vertical and bottom surface of the inspection pit area should be cleaned after finishing the day's work and as & when required. No Oil/Grease stains should be remained in the inspection pit area. The dust / garbage collected should be disposed frequently.

3.6.12 Cleaning of area at blow down plant & Internal cleaning Shed

3.6.12.1 The blow down plant should be cleaned with adequate cleaning methods. The dust should be removed using adequate method.

3.7 GENERAL CLEANLINESS:

3.7.1 Cleaning of Telephone sets and accessories:

3.7.1.1 Telephone instruments provided in all the rooms of different buildings/Premises are to be cleaned by using suitable method. Telephone instrument should not be affected due to cleaning operations.

3.7.2 Cleaning of Computers and accessories:

3.7.2.1 Computers and its accessories like CPU; UPS; Printer, Keyboard Monitor etc. are to be cleaned as per frequency given in the Tables by suitable method. No data should be deleted or functioning of computer withheld due to cleaning operations.

3.7.3 Cleaning of Signage boards/Notice boards:

3.7.3.1 Different types of Signage boards/Notice boards etc. provided in station buildings are to be cleaned as per frequency by suitable methods. The said boards should be kept neat & clean always.

3.7.4 Cleaning of Parking sheds:

3.7.4.1 Parking shed roof and columns to be cleaned by using dry/Wet cleaning. While cleaning care should be taken. To avoid any breakage of the roof sheets etc.

3.7.5 Cleaning of Furniture provided in all rooms/offices:



3.7.5.1 The different type of Furniture provided in all rooms /offices of all buildings are to be cleaned by suitable methods.

3.7.6 Cleaning of Office equipment

3.7.6.1 Different types of office equipment like Almirahs, Bookshelves, and Rakes etc. are to be cleaned as per frequency given in the schedule of work (Tables).

3.7.7 Supply and Cleaning of Dust bins:

- a) The contractor shall supply adequate no. of Small and Big dust bins with the approval of Employer.
- b) Samples to be approved by Employer.
- c) Each service room shall be provided with dustbins of small size equal to sitting provided in that room.
- d) At various locations Big dust bins with covers shall be provided.
- e) Every inspection bay shall be provided with minimum 2nos big dustbins each side.
- f) In workshop bay, minimum 01 no. big dustbin shall be provided to each side of car lifted for overhauling.
- g) Every section in workshop bay shall be provided with minimum 01 no big dustbins each side.
- h) Dustbins shall be cleaned as per the requirement on daily basis.
- i) Adequate no. of spare dust bins shall be kept to replace damaged /dirty dust bins.
- j) If Required Big size Garbage bin (metal container) shall be provided in adequate nos. with covers to finally collect the waste/garbage. Such Garbage bin should be sealed & be emptied in the nominated JMC locations. The dustbins to be transported in sealed condition only. Spare Garbage bins shall be kept when Garbage bin are sent for waste disposal. The Garbage bins are to be kept in neat and clean manner & should be cleaned and washed on daily basis.

3.7.8 Cleaning & washing of Track plinth:

3.7.8.1 By using adequate trained personnel & equipment/machineries, the contractor should clean track bed structure with in the different buildings/premises area. Washing of track plinth should be done with suitable methods as per the frequency given in the Tables. While cleaning proper care should be taken, so that no accident occurs. Any accident if occurs, shall be the sole responsibility of the contractor. Track bed structure should not be destroyed while cleaning. While



cleaning lubricant material, which is applied to the track fastenings should not be affected. The cleaning work shall be done only during non- operations hours. This work would need a special permit to be given by authorized Representative of Employer. One or both rails might be used for traction return current. While cleaning the Track Bed, the contractor shall not disturb the existing track arrangement, other Traction, E&M, Signaling, Communication equipment provided near the Track.

3.8 CLEANING OF MECHANICAL EQUIPMENT:

3.8.1 Cleaning of Electric Bogie Tractor (Zephir make)

3.8.1.1 The external cleaning should be carried out as per the frequency given in Schedule of work (Tables). While cleaning No part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Employer. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non-operational condition of the equipment.

3.8.2 Cleaning of RRM(NITeq- Make)

3.8.2.1 The external cleaning should be carried out as per the frequency given in Schedule of work (Tables). While cleaning no part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Employer. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non-operational condition of the equipment.

3.8.3 Cleaning of Synchronized Pit Jacks:

3.8.3.1 The external cleaning should be carried out as per the frequency given in Schedule of work (Tables). While cleaning No part of the equipment should get damaged. The cleaning of the floor (underground) to be done as per the requirement. The cleaning operation should carry under the permission of authorized representative of the Employer. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non-operational condition of the equipment.

3.8.4 Cleaning of Fork Lifts

3.8.4.1 The external cleaning should be carried out as per the frequency given in Schedule of work (Tables). While cleaning No part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Employer. Any accident if



occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non-operational condition of the equipment.

3.8.5 Cleaning of Bogie Turn Table (BTT) :

3.8.5.1 The external cleaning should be carried out as per the frequency given in Schedule of work (Tables). While cleaning no part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Employer. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non-operational condition of the equipment.

3.8.6 Cleaning of Various Test benches:

3.8.6.1 The external cleaning should be carried out as per the frequency given in Schedule of work (Tables). While cleaning No part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Employer. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non-operational condition of the equipment.

3.8.7 Cleaning of Pallet trucks:

3.8.7.1 The external cleaning should be carried out as per the frequency given in Schedule of work (Tables). While cleaning No part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Employer. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non-operational condition of the equipment.

3.8.8 Cleaning of all OH &Jib Cranes:

3.8.8.1 The external cleaning should be carried out as per the frequency given in Schedule of work (Tables). While cleaning No part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Employer. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non-operational condition of the equipment.

3.8.9 Cleaning of Re railing equipment

3.8.9.1 The external cleaning should be carried out as per the frequency given in Schedule of work (Tables). While cleaning No part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Employer. Any accident if



occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non-operational condition of the equipment.

3.8.10 Cleaning of Automatic Coach Washing Plant:

3.8.10.1 Buildings related to automatic coach wash plant, Platform and all other equipment provided to be cleaned as per the frequency given in Schedule of work (Tables). While cleaning No part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Employer. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non-operational condition of the equipment.

3.8.11 Cleaning of Vertical carousal /storage systems

3.8.11.1 This equipment provided in the DCOS stores building. The external cleaning should be carried out as per the frequency given in Schedule of work (Tables). While cleaning no part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Employer. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non-operational condition of the equipment.

3.8.12 Cleaning of Under floor Wheel lathe:

3.8.12.1 The external cleaning should be carried out as per the frequency given in Schedule of work (Tables). While cleaning No part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Employer. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non-operational condition of the equipment.

3.8.13 Cleaning of all other type machines & Plants

3.8.13.1 The external cleaning should be carried out as per the frequency given in Schedule of work (Tables). While cleaning No part of the equipment should get damaged. The cleaning operation should carry under the permission of authorized representative of the Employer. Any accident if occurs, shall be the sole responsibility of the contractor. All Cleaning should be carried out in non-operational condition of the equipment.

3.8.14 Cleaning of Trucks/Lorries:



3.8.14.1 External Body and cab of the Trucks/Lorries to be cleaned using dry to be carried out as per the frequency given in the schedule of work.

3.8.15 Cleaning of Sofa and chair covers:

3.8.15.1 Sofa and chair covers provided in the officers room, Tech. Cell, Visitors Room, conference room, meeting room, training room or any other room etc. shall be washed and Ironing of the covers should be carried out as per the frequency given in the schedule of work.

3.8.16 Cleaning of Vertical vanish /Blinds:

3.8.16.1 Vertical vanishes /Blinds provide in various buildings to be carried out as per the frequency given in the schedule of work. Dry whipping& dusting to be done.While cleaning no stripes to be damaged.

3.8.17 Cleaning of Tools:

3.8.17.1 The tools are to be cleaned as per the frequency given in the schedule of Work (Tables). The tools to be kept in place properly after cleaning. The cleaning of tools should be done whenever not in function.

3.8.18 Cleaning of Training Aids:

3.8.18.1 Different type of training aids like OHP; LCD, Screen etc. to be cleaned with due care, such that no equipment is affected.

3.8.19 Cleaning & sanitation of Bathrooms & Toilets:

3.8.19.1 The Bathrooms & Toilets provided in the different buildings/ premises are to be cleaned and to be kept neat & in hygienic condition. Necessary disinfectant is to be used for cleaning of toilets/ urinals/wash basins & flooring. Liquid soap, toilet tissues, odonizers, naphthalene balls etc to be provided on consumable basis as & when required at the cost of contractor. These items should be made available in the adequate quantity at various places in the Bathrooms & Toilets etc. The hourly chart for cleaning of Bath rooms and Toilets shall be displayed in bath room .The fittings installed in bath room & Toilets shall be checked in each shift and status for any damage, theft shall be hand over to next shift and be reported to JMRC staff.

3.8.19.2 The blockage in the Sewage/water supply pipes shall be attended immediately. The water leakage in pipe fitting i.e. Taps, Bends, Valves etc. to be attended immediately. The Employer will supply the required fittings or contractor shall make his own arrangements with the



approval of the Employer. The replacement fittings should match the original fittings standards and brand. The blockage / leakage or any type of attention required for sanitary fittings like Washbasins, Cisterns, W.C.pans etc. to be made immediately. If any fitting required for replacement, the contractor shall make his own arrangements with the approval of Employer if Employer does not supply the same. The washbasins, cisterns etc. if overflows due to blockage or due to any defects in the fittings should be attended immediately. The over flow in water tanks shall attend immediately. If any fitting required for replacement, the contractor shall make his own arrangements with the approval of Employer if Employer does not supply the same. Contractor should take care about no water stagnation in the different buildings/ premises due to leakage of pipes/overflows and spillage of water.

3.8.20 Cleaning of Drainage System of entire depot premises

3.8.20.1 The drains provided at different locations i.e. RCC gutters provided at roof, Sub surface drains along the service roads, parking areas etc. to be cleaned regularly and ensure that no blockage of water should occurs. If any blockage occurs, it should be removed immediately & disposed off to the approved JMC locations. While cleaning proper care should be taken to avoid any accidents. While removing the cover slabs proper care should be taken so that no cover slabs should be broken and the cover slab should be put back after the completion of cleaning work.

3.8.21 Cleaning of Water tanks

3.8.21.1 Cleaning of Over head / under ground water tanks provided in the buildings situated at depot area shall be cleaned with suitable cleaning agents and fresh water. The necessary arrangements shall be made to empty the water from the underground water tank. The cleaning of water tank shall be done with the approval of Employers authorized representative. No residual of cleaning agents should be left in the water tank after completion of cleaning.

3.8.22 Miscellaneous items/Any Other work:

3.8.22.1 The items which are not specified in the schedule of work (Annexure) to be carried out as and when required as per the Employers authorized representative.

3.9 SUPPLY, CLEANING, WATERING AND MAINTENANCE OF PLANTS AND LAWNS



3.9.1 Supply, Cleaning, watering & maintenance of Indoor & outdoor plants

- a) The Indoor plants / Outdoor plants and Flower pots shall be of good quality. According to weather varieties of plants shall be arranged in **Clay/Sand/Flower Pots (Life 1 year)** .The indoor /outdoor plants shall be of the **minimum height of 1.5 to 2 feet(Life one years)** to look attractive with the approval of Employer.
- b) Proper bottom covers shall be provided to avoid the spillage/leakage of water from the pots to the floor.
- c) All indoor/outdoor plants shall be well maintained .If any plant is not in good condition, the same shall be replaced with good quality plant.
- d) All indoor/outdoor plants shall be arranged in the station premises with the approval of Employer.
- e) All plants will always look good and fresh.

3.9.2 Cleaning, Watering & Maintenance of Lawns

- a) The Lawn developed by Doob grass or any means to be maintained & cleaned properly by using dry & wet cleaning methods. Trimming of extra growth to be carried out as & when required. The grass should not be destroyed due to improper cleaning methods or any means.
- b) Regular watering shall be done to keep the grass always in good condition.
- c) Manuring shall be done as per the requirement.
- d) Hedging of shrubs.
- e) Trees are to be trimmed regularly.

3.9.2.1 The rate quoted shall be inclusive of all labour/materials/cartage lead, lifts/up keeping/ maintenance like watering, manuring etc. The contractor will have to provide watering pipes, pipe fittings etc.

3.9.2.2 The premises should not become dirty/ Slippery while watering / maintaining the plants or lawns.

3.9.3 Wild Grass /wild plant cutting in depot area

3.9.3.1 Regular Wild Grass /wild plant cutting of area around complete depot boundary wall, Stabling yard area, In front of Stabling yard, around DCOS building, in front of workshop, Inspection bay, P Way siding, Blow Down plant, Automatic wash plant, Test Track, around gate no-1, Circulatory Road area & DCC area between two tracks and across track etc. as per schedule and as & when required.

3.10 SCHEDULE OF RATES & ACTIVITIES (Activity wise break up):



SCHEDULE – 1: Cleaning & wax polishing of Rolling Stock (Metro Train Coaches)

Payment shall be made as per the following weightage for activities coinciding with the respective details in the Technical Specifications and Scope of Work and (Refer Clause 3.2) .

S.N o.	Description of work	No. of train sets (4car)	Activity / Train Set / Year	No. of activities per year = No. of train set x Activity per train set	% Rate/Train Set/Activity
1	a. Daily Light Internal Cleaning and Driver's Cab External Cleaning	6	365	2190	3.40 % of (a)*
	b. Front Glass Cleaning				
2	Cleaning of Roof	10	12	120	3 % of (a)*
3	Heavy Cleaning (Internal)	10	12	120	18.10 % of (a)*
4	Wax Polishing	10	2	20	26.10 % of (a)*
5	Heavy Cleaning (External)	10	12	120	4.13 % of (a)*
6	Floor polishing	10	4	40	25.11 % of (a)*

(a)*=0.3044 % of Total accepted rate/year in BOQ

(36.53% of Total amount of BOQ has been considered for cleaning and wax polishing of Rolling stock(Metro Train coaches))

NOTES:

1. The quantity of work, Trains may vary as per site requirement during contract period.
2. The payment will be made on actual basis for the units maintained and for the period of maintenance.
3. The rates above shall be applicable for train composition of 04 cars. Any change in composition of trains shall be paid proportionately.

SCHEDULE – 2: Cleaning and Housekeeping Services of Depot Premises, Horticulture and Maintenance of Garden at Mansarovar Train Depot

Payment shall be made as per the following weightage for activities coinciding with the respective tables and groups in the Technical Specifications and Scope of Work (Refer Clause3.3).

S.No		Description of Items	UNIT	Quantity per year	Quantity per 2 year	% Rate of R	
Table	Item						
				(A)		(B)	
1	Clause 3.3.1	Work Shop bays 1& 2 (S. No 2.01 of BOQ)					
		Daily	365	730	0.027938		
2	Clause 3.3.2	Workshop Building (S. No. 2.02 of BOQ)					
		Daily	365	730	0.026494		
3	Clause 3.3.3	Inspection Bays 1, 2 & 3 (S. No. 2.03 of BOQ)					
		Daily	365	730	0.027938		
4	Clause 3.3.4	Time Office , Test Track, ETP, Pump Room, Outside ASS (S. No. 2.04 of BOQ)					
		A	Time Office	Daily	365	730	0.002794
		B	Test Track	Daily	365	730	0.002794
		C	Effluent Treatment Plant	Daily	365	730	0.002794
		D	Pump Room	Daily	365	730	0.002794
		E	Outside ASS	Daily	365	730	0.002794
5	Clause 3.3.5	DCOS &P. Way Office and Creche					
		A	DCOS Office &P.Way Office	Daily	365	730	0.007526
		B	Creche	Daily	365	730	0.007526
6	Clause 3.3.6	Pit Wheel Lathe , Interior Cleaning Shed and AWP (S. No. 2.06 of BOQ)					
		A	Pit Wheel Lathe	Daily	365	730	0.004296
		B	Interior Cleaning Shed	Daily	365	730	0.004296
		C	Automatic Wash Plant	Daily	365	730	0.004296
7	Clause 3.3.7	Stabling Yard (S.No.2.07 of BOQ)					
		A	SBL	Daily	365	730	0.008196
8	Clause 3.3.8	Car Parking, Circulating area road and Railing & Fencing around workshop (S. No. 2.08 of BOQ)					
		A	Car Parking	Daily	365	730	0.006010
		B	Circulating area road	Daily	365	730	0.024475

	C	Railing & Fencing around workshop	Daily	365	730	0.006010
9 Clause 3.3.9		Maintenance of lawns, Shurbs, hedging grass cutting, trees trimming, Manuring and watering, etc. and grass/Jungle cutting of Stabling yard area, in front of Stabling yard, Property development area near Covered stabling Area and other areas DCOS Building, in front of Workshop, Inspection bay, Admin Building, Automatic wash plant, Test Track, around gate no. 1 & circulating area etc. at Mansarovar Train Depot (S. No. 2.10 of BOQ)				
	A	Gardening and Horticulture	Daily	365	730	0.040825
	B	Wild Grass and Bush Cutting of entire depot area	Daily	365	730	0.043579
	C	Supply & maintain Indoor Plants/Out door Plants/ Flower pots	Per Month (For 50 plants)	12	24	0.374075
10 Clause 3.3.10		JCB Work (quoted amount for JCB work will be included Driver/ Man, fuel and other expenses)	As and when required			As per BOQ
11 Clause 3.3.11		Waste Disposal	Bi-weekly	104	208	As per BOQ

Note:

- 1) R(*) = 63.47 % of Total Accepted Rate per year in Bill of Quantities (BOQ),
- 2) A = No. of activities per year
- 3) B = Percentage rate of each activity

Rate of activities shall be calculated as follows

Activity rate in value terms (C) = (B)*(R*)/100 (in Rs.)

(63.47% of Total amount of BOQ has been considered for Cleaning and Housekeeping Services of Depot Premises, Horticulture and Maintenance of Garden at Mansarovar Train Depot)

3.11 MACHINERY AND CONSUMABLE REQUIREMENTS:

3.11.1 Essential Machinery to be deployed

The Contractor shall essentially deploy the following machinery and shall maintain them and use them at all times during the duration of the Contract.

Contractor may handed over these machine to JMRC Store one time and then may issue for their use.

SL. No	Name of machinery	Make/Model No.	Qty
1	Compact scrubber drier for under seat cleaner (height 350 mm approx.)	M/s. Johnson diversy, M/s. Karcher, M/s. Man Machine, M/s. Root/charnock/Eureka Forbes or Equivalent.	1
2	Portable type Wet & Dry Vacuum cleaner for under seat cleaner (height 350mm approx.)	M/s. Johnson diversy, M/s. Karcher, M/s. Man Machine, M/s. Root / charnock/Eureka Forbes or Equivalent..	1
3	Portable type Single Disc Mini Scrubber	M/s. Johnson diversy, M/s. Karcher, M/s. Man Machine, M/s. Root / charnock/Eureka Forbes or Equivalent.	2
4	Wax Polishing Machines	M/s. Johnson diversy, M/s. Karcher, M/s. Man Machine, M/s. Root/ charnock/Eureka Forbes or Equivalent.	1
5	Glass cleaning tools with long handles	M/s. Johnson diversy, M/s. Karcher, M/s. Man Machine, M/s. Root/ Flipper/charnock/Eureka Forbes or Equivalent.	5
6	High rise ladders (non-conductive) Height 20 feet	-	2
7	petrol engine/Battery Operated Horticulture Grass cutting machine (Cutting width 28" or more)	-	1
8	Petrol/kerosene/deisel operated grass/hedge (bent shaft) trimmer	-	2
9	Petrol/kerosene/battery operated weed/Bush/hedge(with blade) cutter machine	M/s. Johnson diversy, M/s. Karcher, M/s. Man Machine, M/s. Root/ charnock/Eureka Forbes or Equivalent.	1
10	Electric operated Industrial drier cum scrubber for shop floor/office	M/s. Johnson diversy, M/s. Karcher, M/s. Man Machine, M/s. Root or Equivalent.	1
11	Battery operated Industrial drier cum scrubber for shop floor/office	M/s. Johnson diversy, M/s. Karcher, M/s. Man Machine, M/s. Root or Equivalent.	1
12	Two bucket trolley system(per year)	M/s. Johnson diversy, M/s. Karcher, M/s. Man Machine, M/s. Root or	4



		Equivalent.	
13	Petrol/diesel operated Automatic chain Saw wood cutter	Balwaan or equivalent (18" inch or more Blade/Bar)	1
14	Wet & Dry vacuum cleaner (For workshop/IBL or other area)	M/s. Johnson diversy, M/s. Karcher, M/s. Man Machine, M/s.Root or Equivalent.	1
15	Ride on sweeper machine for road	Specification :2800 sqm or above per hour capacity Sweeping width minimum 850 mm	1
16	Cold Water High pressure washer/jet	minimum 110-130 Bar capacity	2
17	Axe		2
18	Trowel		4
19	Spade with Wooden Handle		4
20	Wooden Handle Hedge Cutter		6
21	Hand Sickle with wooden handle		8
22	Garden Pipe 1/2 " (feet)		300
23	Scrubber brush for floor Scrubbing Machine(per year)		2
24	Cutter of Grass cutting machine(per year)		4
25	Cutter of weed/bush cutting machine		4
26	String for grass cutting machine Bundle (per year)		6
27	Petrol/Kerosene for Weed/Bush and grass cutter machine(per year)(ltr)		415

NOTE: 1. For grass/Jungle cutting or other works in entire depot area, JCB will be provided by contractor as per requirement of employer. Tentative requirement of JCB for 02 years will be 240 hrs. Payment will be paid for JCB work on actual work execution basis.

2. Contractor will be permitted to supply additional machinery over and above the minimum machinery quantity for cleaning/housekeeping to improve the cleaning/housekeeping standard or during special occasion. Such additional machinery provided may be supplied with prior permission of Engineer In- charge.
3. All equipments and machines employed in Mechanized cleaning and housekeeping works shall be of latest version make and model. All the machines should be brand new and should be covered one year warranty and after that under AMC/CMC till completion of contract.

3.11.2 Approximate consumption of cleaning chemicals and other consumable required for train cleaning, wax polishing, floor polishing of rolling stock activities

Estimates for the work have been worked out on the basis of the following consumption of cleaning chemicals for cleaning of the rolling stock and related activities. The same may be taken as an indicative annual requirement during the course of the contract. **Contractor may handed over these cleaning chemicals and other consumable on the six monthly basis to JMRC Store.**

S.No.	Name of Item	UNIT	Approximate Annual QTY requirement
1	3M Foam polish	Ltrs	10
2	3M Rubbing Compound	Ltrs	10
3	Johntec resitol	Ltrs	200
4	R2	Ltrs	540
5	R3	Ltrs	227
6	Taski Spiral (F11)	Ltrs	700
7	Applicator cloth	Nos	40
8	Bamboo brush (Life one month)	Nos	120
9	Big bucket (Life03 month)	Nos	45
10	Big Wiper (Life01 month)	Nos	120
11	Duster	Nos	2800
12	Floor Cleaning M/c Pad (Life One month)	Nos	4
13	Floor duster (Poccha)	Nos	1500
14	Foam pad	Nos	40
15	Glass wiper (Life 01 month)	Nos	112
16	Hand brush (Life 01 month)	Nos	52
17	Mug (Life03 month)	Nos	100
18	Plastic pipe (Life 6 months)	Nos	400
19	Red pad	Nos	80
20	Sand paper	Nos	120
21	Scotch Brite	Nos	1100
22	Small bucket (Life02 month))	Nos	40
23	Small wiper (Life01 month)	Nos	150
24	Clean Cloth	Nos	40
25	Dry Mop	Nos	40
26	Wet Mop	Nos	40



S.No.	Name of Item	UNIT	Approximate Annual QTY requirement
27	Spray water bottels	Nos	100
28	Dust Pan	Nos	50

Note:

1. Above mentioned quantity are minimum. In order to achieve a very high standard of cleaning & Housekeeping, contractor will have to supply more chemicals/consumables at their own expenses. No payment will be given by JMRC for extra chemicals/consumables.

2. Contractor will be permitted to supply additional chemical/consumables over and above the minimum chemical/consumables quantity for cleaning for to improve the cleaning standard or during special occasion. Such additional chemical/consumables provided may be supplied with prior permission of Engineer In- charge.

3.11.3 Approximate consumption of cleaning chemicals and other consumable required for housekeeping activities of depot premises:

Estimates for the work have been worked out on the basis of the following consumption of cleaning chemicals for housekeeping of the depot. The same may be taken as an indicative annual requirement during the course of the contract. **Contractor may handed over these cleaning chemicals and other consumable to JMRC Store on 6 month basis and then JMRC issue the material for their use.**

SL. No.	Material	UNIT	Approx. Qty / Year
1.	Liquid Hand Wash	Ltr	360
2.	Tissue Paper box	Box	50
3.	Air/Room Freshner	Pcs	36
4.	Napthalene Balls	Kg	10
5.	Odonizer/Odonil	75g piece	144
6.	Toilet Cleaner	Ltr	120
7.	Urinal Mat	No.	120
8.	Urinal cube	Packet	34
9.	Small Dust Bin (with pedals)	Nos.	20
10.	Large Dust Bin	Nos.	10
11.	Buckets (Small & Big mix)	Nos.	25
12.	Helmets	Nos.	10
13.	Safety Belts	Nos.	4
14.	Yellow Duster	Lump	12



SL. No.	Material	UNIT	Approx. Qty / Year
		Sum/month	
15.	Clay/Sand/Flower Pots (Life 1yrs) and weather plants (Life one year) 1.5-2 feet height	Nos.	50
16.	Door mats thick rubberize (Approx. 2' x 1' size)	Nos.	10
17.	Coconut Broom	Nos.	100
18.	Hard Cleaning Bamboo Broom	Nos.	50
19.	Garden Gloves Anti Cut Type	(paires)	24
20.	Iron Patti	Nos.	48
21.	Toilet Brush	Nos.	24
22.	Garbage bag Big	Nos.	30
23.	Garbage Bag small	Nos.	60

Note:

1. Above mentioned quantity are minimum. In order to achieve a very high standard of cleaning & Housekeeping, contractor will have to supply more chemicals/consumables at their own expenses. No payment will be given by JMRC for extra chemicals/consumables.

2. Contractor will be permitted to supply additional chemical/consumables over and above the minimum chemical/consumables quantity for cleaning for to improve the cleaning standard or during special occasion. Such additional chemical/consumables provided may be supplied with prior permission of Engineer In- charge.



4 FORMATS FORMING PART OF TECHNICAL BID

4.1 FORM A FORM OF BID

Note :

- I. The Appendix forms part of the Bid.
- II. Bidders are required to fill up all the blank spaces in this Form of Bid and Appendix.

Name of Work: HOUSEKEEPING SERVICES FOR CLEANING, WAX POLISHING & FLOOR POLISHING OF ROLLING STOCK AND HOUSEKEEPING OF MANSAROVAR DEPOT

To

DIRECTOR (O&S)
JAIPUR METRO RAIL CORPORATION LTD,
4th Floor, Admin Building, Mansarovar metro train depot,
Bhriгу path, Mansarovar, Jaipur -302020

1. Having visited the site and examined the General Conditions of Contract as well as Special Conditions of Contract, Specifications, Instructions to Bidders, for the execution of above named works, we the undersigned, offer to execute and complete such works and remedy defects therein in conformity with the said Conditions of Contract, Specifications, and Addenda for the sum of Rs. _____ (Amount in figures and words) for _____ or such other sum as may be ascertained in accordance with the said conditions.
2. We acknowledge that the Appendix forms an integral part of the Bid.
3. We undertake, if our Bid is accepted, to commence the works within 7 days of issue of 'order to commence' by JMRC and to complete the whole of the Works comprised in the Contract up to 24 months calculated from the date of Commencement of the work, as indicated in the Appendix.
4. If our Bid is accepted, we will furnish at our option a Bank Guarantee for Performance as security for the due performance of the Contract. The amount and form of such guarantee or bond will be in accordance with General Conditions of the Contract and as indicated in the Appendix.
5. We have independently considered the amount as per the General Conditions of Contract as liquidated damages and agree that they represent a fair estimate of the damages likely to be suffered by you in the event of the work not being completed in time.

Signature of Authorised Signatory

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6. We agree to abide by this Bid for a minimum period of 120 days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiry of that period or any extended period mutually agreed to.
7. Unless and until a formal Agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
8. We declare that the submission of this Bid confirms that no agent, middleman or any intermediary has been, or will be engaged to provide any services, or any other item of work related to the award and performance of this Contract. We further confirm and declare that no agency commission or any payment, which may be construed as an agency commission has been, or will be, paid and that the Bid price does not include any such amount.
9. We acknowledge the right of the Employer, if he finds to the contrary, to declare our Bid to be non-compliant and if the Contract has been awarded to declare the Contract null and void.
10. We understand that you are not bound to accept the lowest or any Bid you may receive.
11. If our Bid is accepted we understand that we are to be held solely responsible for the due performance of the Contract.

Dated this.....day of..... 2025

Signature

Name..... in the capacity of

duly authorized to sign Bids for and on behalf of.....

Address

Witness – Signature

Name

Address

Occupation



4.1.1 APPENDIX TO THE FORM OF BID

Condition of Contract		
i.	Amount of Bank Guarantee as Performance Security	5 percent of the Contract Price.
ii.	Minimum amount of Third Party Insurance	Rs.1.0 lakh for any one incident, with no. of incidents -10 in a year.
iii.	Period for commencement of work from the date of issue of letter of acceptance	Within 7 days of issue of the JMRC "order to commence"
iv.	Contract Period from the date of commencement of work	2 years and extendable as per SCC
v.	Penalty for non completion of work or poor quality of work	As per Clause 2.6 of SCC
vi.	The firm must maintain a "Zero Accident Record".	In case of any major accident/ fatality a penalty of not exceeding 20% of total contract value will be levied.
Signature of authorised signatory on behalf of Bidder		

Date _____

Name

Place _____

Address

4.2 FORM B FORM OF BANK GUARANTEE FOR BID SECURITY

Know all men by these presents that we _____ (Name of Bank) having our registered office at _____ (Address and Name of country) (hereinafter called "the Bank") are bound unto Jaipur Metro Rail Corporation Limited (hereinafter called "the Employer") in the sum of Rs. _____ for which payment will and truly to be made to the said Employer, the Bank binds itself, its successors and assigns by these presents.

Whereas _____ (name of Bidder) (hereinafter called "the Bidder") has submitted its Bid dated _____ for contract for CLEANING, WAX POLISHING & FLOOR POLISHING OF ROLLING STOCK AND HOUSEKEEPING OF MANSAROVAR DEPOT of rail/metro corridor of Jaipur MRTS project hereinafter called "the Bid".

and whereas the Bidder is required to furnish a bank guarantee for the sum of Rs. _____ (Rupees _____) as Bid security against the Bidder's offer as aforesaid.

and whereas _____ (name and address of the bank) have, at the request of the Bidder, agreed to give this guarantee as hereinafter contained.

We further agree as follows:

- a. That the Employer may without affecting this guarantee grant time or other indulgence to or negotiate further with the Bidder in regard to the conditions contained in the said Bid and thereby modify these conditions or add thereto any further conditions as may be mutually agreed upon between the Employer and the Bidder.
- b. That the guarantee herein before contained shall not be affected by any change in the constitution of our Bank or in the constitution of the Bidder.
- c. That any account settled between the Employer and the Bidder shall be conclusive evidence against us of the amount due hereunder and shall not be questioned by us.
- d. That this Guarantee commences from the date hereof and shall remain in force till(Date up to which Guarantee is valid i.e. 150 days from the last date of Bid submission).
- e. That the expression 'the Bidder' and 'the Bank' herein used shall, unless such an interpretation is repugnant to the subject or context, include their respective successors and assigns.

THE CONDITIONS OF THIS OBLIGATION ARE:

- a. If the Bidder withdraws his Bid during the period of Bid validity specified in the Form of Bid, or



- b. If the Bidder does not accept the correction of his Bid price in terms of Clause 1.5.9 of the "Instructions to Bidders".
- c. If the Bidder having been notified of the acceptance of his Bid by the Employer during the period of Bid validity:
 - i. Fails or refuses to furnish the Performance Security in accordance with Clause 1.6.4.1 of the "Instructions to Bidders" and/or
 - ii. Fails or refuses to enter into a Contract within the time limit specified in Clause 1.6.4 of the "Instructions to Bidders".

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of any one or more of the conditions (a), (b), (c) mentioned above, specifying the occurred condition or conditions.

Signature of
Authorized Official
of the Bank

Signature of the witness

.....

Name of Official

Designation

I.D. No.

Name of the Witness

.....

Stamp/Seal

of the Bank

Address of the Witness

.....



4.3 FORM C PROFORMA FOR STATEMENT OF DEVIATIONS

(Refer Clause 1.5.7)

4.3.1.1 The following are the particulars of deviations from the requirements of the Instructions to Bidders, "General Conditions of Contract" , "Special Conditions of Contract and Bid Specifications:

Clause	Deviations	Remarks (including justification)	Price adjustment for withdrawal of each Deviations

Signature of Bidder

Note

1. Where there is no deviation, the statement should be returned duly signed with an endorsement indicating '**No Deviations**'.
2. The Bidder shall indicate price adjustment against each deviation, which he shall like to add to the Bid price for withdrawing of his deviations if the same are unacceptable to the Employer.



**4.4 FORM D Format of Bank Guarantee for Performance Security
(Bank Guarantee will be executed on stamp paper (of any state) of
0.25% of Bank guarantee amount maximum amount of Rs.25000.00)**

- 4.4.1.1 This deed of Guarantee made this day of _____ between Bank of _____ (hereinafter called the "Bank") of the one part, and Jaipur Metro Rail Corporation Limited (hereinafter called "the Employer") of the other part.
- 4.4.1.2 Whereas Jaipur Metro Rail Corporation Limited has awarded the contract for CLEANING, WAX POLISHING & FLOOR POLISHING OF ROLLING STOCK AND HOUSEKEEPING OF MANSAROVAR DEPOT for of Rail /Metro Corridor of Jaipur MRTS Project(hereinafter called "the contract") to M/s (Name of the Contractor) _____ (hereinafter called "the Contractor").
- 4.4.1.3 AND WHEREAS the Contractor is bound by the said Contract to submit to the Employer a Performance Security for a total amount of Rs. _____ (Amount in figures and words).
- 4.4.1.4 Now we the Undersigned _____ (Name of the Bank)
- 4.4.1.5 Being fully authorised to sign and to incur obligations for and on behalf of and in the name of _____ (Full name of Bank), hereby declare that the said Bank will guarantee the Employer the full amount of Rs. _____ (Amount in figures and Words) as stated above.
- 4.4.1.6 After the Contractor has signed the aforementioned Contract with the Employer, the Bank is engaged to pay the Employer, any amount up to and inclusive of the aforementioned full amount upon written order from the Employer to indemnify the Employer for any liability of damage resulting from any defects or shortcomings of the Contractor or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the Employer immediately on demand without delay without reference to the Contractor and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Contractor. The Bank shall pay to the Employer any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings

pending before any Court, Tribunal or Arbitrator/s relating thereto and the liability under this guarantee shall be absolute and unequivocal.

- 4.4.1.7 This Guarantee is valid for a period ofMonths from the date of signing. (The Initial period for which this Guarantee will be valid must be for at least 60 days longer than the Defect Liability Period).
- 4.4.1.8 At any time during the period in which this Guarantee is still valid, if the Employer agrees to grant a time extension to the Contractor or if the Contractor fails to complete the Works within the time of completion as stated in the Contract, or fails to discharge himself of the liability or damages or debts as stated under Para 4.4.1.6, above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the Employer and at the cost of the Contractor
- 4.4.1.9 The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the Contractor.
- 4.4.1.10 The neglect or forbearance of the Employer in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Employer for the payment hereof shall in no way relieve the bank of their liability under this deed.
- 4.4.1.11 The expressions "the Employer", "the Bank" and "the Contractor" hereinbefore used shall include their respective successors and assigns.

In witness whereof I/We of the bank have signed and sealed this guarantee on the _____ day of _____ (Month) 2025 being herewith duly authorized. For and on behalf of the _____ Bank.

Signature of authorised Bank official

Name :

Designation :

I.D. No. :

Stamp/Seal of the Bank :

Signed, sealed and delivered for and on behalf of the Bank by the abovenamed _____

In the presence of :

Witness 1.

Signature

Name

Address

Witness 2.

Signature

Name

Address

Signature of Authorised Signatory

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4.5 FORM E FORM OF AGREEMENT

(Refer Clause 1.6.4 of "Instructions to Bidders")

This Agreement is made on the _____ day of _____ 2025 Between ,JAIPUR METRO RAIL CORPORATION LTD, , Admin Building, Mansarovar Metro Train depot, Bhriugu path, Mansarovar, Jaipur - 302020 herein after called "the Employer" of the one part and _____ (Name and Address of Contractor) hereinafter called "the Contractor" of the other part. Whereas the Employer is desirous that (certain Goods and Services should be provided and) certain Works should be executed, viz Contract No. "JMRC/O&S/RS/2024-25/NIB/014"HOUSEKEEPING SERVICES FOR CLEANING, WAX POLISHING & FLOOR POLISHING OF ROLLING STOCK AND HOUSEKEEPING OF MANSAROVAR DEPOT of Rail/Metro Corridor of Jaipur MRTS Project hereinafter called "the Services" and has accepted a Bid by the Contractor for the execution and completion of such Services (** as well as guarantee of such services) and the remedying of defects therein.

NOW THIS AGREEMENT WITNESSETH as follows:

In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.

The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:

- (i) Letter of acceptance
- (ii) General Conditions of Contract
- (iii) Special Conditions of Contract
- (iv) Technical Specification
- (v) Notice Inviting Bid and Scope of Work
- (vi) Bill of Quantities
- (vii) Form of Bid with Appendix
- (viii) Addendums, if any
- (ix) Other conditions agreed to and documented as listed below:
 - (i) Bidder's Work Schedule as amended if required.
 - (ii) Statement of deviations (if applicable)
 - (iii) Any other item as applicable

In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the works by **and remedy any defects therein in conformity in all respects with the provisions of the Contract.

Signature of Authorised Signatory

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The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the works and the remedying of defects therein, the Contract Price of **Rs_____ being the sum stated in the letter of acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the Contract at the times and in the manner prescribed by the Contract.

OBLIGATION OF THE CONTRACTOR

The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.

The staff/labour recruited by the Contractor for "HOUSEKEEPING SERVICES FOR CLEANING, WAX POLISHING & FLOOR POLISHING OF ROLLING STOCK AND HOUSEKEEPING OF MANSAROVAR DEPOT" will be the sole responsibility of the Contractor and JMRC will not be involved in it in any way. The staff / labour so recruited by the Contractor will not have any right whatsoever at any stage to claim employment in JMRC.

JURISDICTION OF COURT

The Courts at Jaipur/Jaipur shall have the exclusive jurisdiction to try all disputes arising out of this agreement between the parties.

IN WITNESS WHEREOF the parties hereto have caused their respective Common Seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year first above written.

For and on behalf of the Contractor

For and on behalf of the Employer

Signature of the authorised official

Signature of the authorised official

Name of the official

Name of the official

Stamp/Seal of the Contractor

Stamp/Seal of the Employer

SIGNED, SEALED AND DELIVERED

By the said Name: _____

By the said Name: _____



on behalf of the Contractor in the
presence of:

Witness

Name

Address

on behalf of the Employer in the
presence of:

Witness _____

Name _____

Address _____

Note :

- + To be made out by the Employer at the time of finalisation of the Form of Agreement.
- ** Blanks to be filled by the Employer at the time of finalisation of the Form of Agreement.
- *** to be deleted if not applicable



4.6 Form F Power of Attorney for Signing of Bid

Know all men by these presents, We.....(name of the firm and address of the registered office) do here by irrevocably constitute, nominate, appoint and authorize Mr./Ms.(name)..... Son/daughter/wife of..... and presently residing at....., who is presently employed with us and holding the position of.....as our true and lawful attorney (hereinafter referred to as the "Attorney")to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bid no. JMRC/O&S/RS/2024-25/NIB/014for qualification and submission of our Bid for the works, including but not limited to signing and submission of all Bids, bids and other documents and writings, and other conferences and providing information/ responses to JMRC, representing us in all matters before JMRC, signing and execution of all contracts including the Contract and undertakings consequent to acceptance of our bids, and generally dealing with the JMRC in all matters in connection with or relating to or arising out of our Bid for the said Projects and/or upon award thereof thousand /or till the entering into of the Contracts with JMRC.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us. IN WITNESS WHEREOF WE ,THE ABOVE NAMED PRINCIPAL HAVEEXECUTED THIS POWER OF ATTORNEY ON THISDAYOF.....,2025.

For (Signature)

(Name, Title and Address) Witnesses:

Accepted

.....Signature)
(Name, Title and Address of the Attorney)

(Notarized)

Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure. Also, wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favors of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.
- If any Board resolution/Power of attorney in vogue for bidding on behalf of company is also accepted. Copy of the same is to be attached.

4.7 FORM- G UNDERTAKING TO BE SUBMITTED BY BIDDER ALONG WITH THE FINANCIAL INSTRUMENTS

(To be executed in presence of Public notary on non-judicial stamp paper of the value of Rs.500/-.The stamp paper has to be in the name of the Bidder)**

I (Name and designation)** appointed as the attorney / authorised signatory of the Bidder (including its constituents), M/s (hereinafter called the Bidder) for the purpose of the Bid documents for the work of as per the Bid No.....of Jaipur Metro, do hereby solemnly affirm and state on the

Behalf of Bidder including its constituents as under:

- 1.I/We the Bidder(s)am/are signing this document after carefully reading the contents.
- 2.I/We the Bidder(s) also accept all the conditions of the Bid and have signed all the pages in confirmation thereof.
- 3.I/We hereby declare that I/We have downloaded the Bid document from Jaipur Metro website www.transport.rajasthan.gov.in/jmrc and printed the same. I/we have verified the contents of the printed document from the website and there is no addition, or deletion or no alteration to the contents of the Bid document in case of any discrepancy noticed at the stage i.e.,; evaluation of Bids, execution of work or final payment of the contract, the master copy available with the JMRC administration shall be final and binding upon me/us.
- 4.I/we declare and certify that I/We have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements.
- 5.I/we also understand that my/our offer will be evaluated based on the documents/credentials submitted along with the offer and same shall be binding upon me/us.
- 6.I/ we certify that I/ we are not blacklisted by Central Government, any State Government or any Government agency or Public sector undertaking (PSU).
- 7.I/ we certify that I/ we are not declared defaulter by EPFO and Notice under section 7A of Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (EPF Act) is not issued to me/us.
- 8.I/we declare that the information and documents submitted along with the Bid by me/us are correct and I/we are fully responsible for the correctness of the information and documents submitted by us,
- 9.I/we understand that any of the certificates regarding eligibility criteria submitted by us are found to be forged / false or incorrect at any time during process for evaluation of Bids, it shall lead to forfeiture of Bid EMD besides suspending of business for one year. Further, I/we..... (insert name of the Bidder)**and all my/our constituents understand that my/our offer shall be summarily rejected.
10. I/we also understand that if any of the certificates submitted by us are found to be false/forged or incorrect at any time the award of the contract, it will lead to termination of the contract, along with forfeiture of EMD/SD and Performance

Signature of Authorised Signatory

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guarantee besides any other action provided in the contract.

11. If bid is awarded to me/us, then I/We will pay the wages to contract labour/staff before 7th day of every month even in case of non-availability of budget.

SEAL AND SIGNATURE OF THE BIDDER

VERIFICATION:

I/we above named Bidder do hereby solemnly affirm and verify that the contents of my above affidavit are true and correct. Nothing has been concealed and no part of it is false.

SEAL AND SIGNATURE OF THE BIDDER

Place:

Date:

***The contents in italics are only for guidance purpose. Details as appropriate are to be fill-in suitably by Bidder. Attestation before Magistrate/Notary Public.*



राजस्थान सरकार
वित्त (G&T) विभाग

क्रमांक: एफ.2(1)वित्त/एसपीएफसी/2017

जयपुर, दिनांक 30/04/2018
संख्या 1/2018

परिपत्र

विषय- राजस्थान लोक उपापन में पारदर्शिता अधिनियम, 2012 एवं नियम, 2013 के अन्तर्गत मानव संसाधन की सेवाओं के उपापनों के सम्बन्ध में दिशा-निर्देश बाबत।

संदर्भ- एकलपीठ याचिका संख्या 372/2013 अनोख राई व 1 अन्य बनाम राज्य व अन्य में पारित निर्णय दिनांक 11.08.2016

राज्य सरकार के यह ध्यान में आया है कि कतिपय मामलों में उपापन संस्थाओं द्वारा यह सुनिश्चित करने के पूर्ण प्रयास नहीं किए जाते हैं कि श्रम नियोजित श्रमिकों को नियमानुसार वेतन न्यूनतम मजदूरी नियमित रूप से प्राप्त होती रहे, जिससे इस प्रकार के प्रकरणों में श्रम नियोजित श्रमिकों के शोषण की संभावना बनी रहती है। माननीय राजस्थान उच्च न्यायालय, जयपुर द्वारा सन्दर्भित निर्णय में इस बिन्दु को ध्यान में रखते हुए विस्तृत निर्देश प्रदान किए गए हैं।

माननीय न्यायालय के सन्दर्भित निर्णय की पालना में समस्त उपापन संस्थाओं को एतद्वारा यह निर्देश दिए जाते हैं कि राज्य सरकार की विभिन्न उपापन संस्थाओं के अन्तर्गत विभिन्न सेवाओं एवं संकर्मों के संपादन में कार्यरत मानव संसाधन को न्यूनतम मजदूरी का भुगतान सुनिश्चित करने के लिए राजस्थान लोक उपापन में पारदर्शिता अधिनियम एवं नियमों की पूर्ण पालना की जानी अनिवार्य है तथा उपापन संस्था द्वारा विभिन्न सेवाओं के संपादन में आवश्यकतानुसार मानव संसाधन हेतु राजस्थान लोक उपापन में पारदर्शिता अधिनियम एवं नियमों में प्रावहित उपापन की विभिन्न रीतियों में से उपयुक्त रीति का चयन करते हुए किया जाएगा परन्तु प्रोसेसमेंट एंजेलीज के माध्यम से मानव संसाधन का उपापन नहीं किया जाएगा।

उपापन संस्था द्वारा उक्तानुसार विभिन्न सेवाओं के संपादन में कार्यरत मानव संसाधन की उपापन प्रक्रिया हेतु बोली दस्तावेजों में अन्य आवश्यक बिन्दुओं के साथ-साथ निम्नांकित विशिष्ट बिन्दुओं का अनिवार्य रूप से समावेश किया जायेगा-

(i) बोलीदाता/संवेदक द्वारा विभिन्न वंजीकरण इत्यादि का विवरण निम्नानुसार प्रस्तुत किया जायेगा -

1/6

क्र. सं.	कार्य की प्रकृति	कार्य हेतु आवश्यक मानव संसाधन की अनुमानित संख्या	श्रम विभाग द्वारा निर्धारित न्यूनतम मजदूरी	सेवा प्रदाता द्वारा प्रस्तुत प्रति व्यक्ति दर	EPF पर प्रतिशत	ESI पर प्रतिशत	सेवा प्रदाता का सर्वोच्च मासिक राशि	कुल राशि
1	2	3	4	5	6	7	8	9
		1. अनुमान- 2. अर्थ सुरक्षा- 3. कुशल- 4. लाभ सुरक्षा-						

(उपरोक्त तालिका में स्तम्भ संख्या 1-4, 6 व 7 की पूर्तियां सम्बन्धित उपापन संस्था द्वारा की जाकर बोली दस्तावेज में ही उपलब्ध कराई जायेंगी तथा शेष स्तम्भ संख्या 5, 8 एवं 9 में ही बोलीदाता द्वारा समुचित प्रविष्टियां की जा सकेंगी।)

(iv) न्यूनतम मजदूरी अधिनियम 1948 (केन्द्रीय अधिनियम 11, वर्ष 1948) के वैधानिक प्रावधानों की अनुपालना का दायित्व सम्बन्धित संवेदक का होगा।

(v) राजस्थान अनुबंधित श्रमिक (नियमन एवं उन्मूलन) अधिनियम, 1970, कर्मचारी भविष्य निधि अधिनियम, 1952 एवं कर्मचारी राज्य बीमा अधिनियम, 1948 के अन्तर्गत नियमानुसार पंजीकृत संवेदक ही उक्त प्रकार की बोली में भाग लेने हेतु अर्हत होंगे। पंजीकरण प्रमाण-पत्र की सत्यापित प्रतिलिपि पूर्ण रूप से भरे हुए बोली दस्तावेज के साथ सम्बन्धित उपापन संस्था को प्रस्तुत की जायेंगी।

(vi) यदि किसी उपापन संस्था को अंशकालिक (Part-time) मानव संसाधन की सेवाओं की 4 घण्टे से कम अवधि के लिये आवश्यकता हो तो ऐसी अंशकालिक सेवा का बोली दस्तावेजों में स्पष्ट उल्लेख करते हुए सम्बन्धित उपापन संस्था द्वारा बिड सम्बन्धी कार्रवाई की जायेगी। ऐसे अंशकालिक मानव संसाधन जिनकी सेवाएं 4 घण्टे से कम अवधि के लिए की जायेंगी उन्हें उनकी सेवाओं के बिरुद्ध न्यूनतम मजदूरी की घणना श्रम विभाग द्वारा समय-समय पर निर्धारित न्यूनतम मजदूरी की 50 प्रतिशत राशि पर की जायेगी।

(vii) संवेदक द्वारा निर्धारित श्रमिकों को मजदूरी का भुगतान अनिवार्य रूप से उनके बैंक खातों में ही किया जायेगा। सम्बन्धित संवेदक द्वारा निर्धारित श्रमिकों के बैंक खातों में जमा कराई गई राशि का विवरण सम्बन्धित उपापन संस्था को आगामी माह के मासिक बिल के साथ अनिवार्य रूप से प्रस्तुत किया जायेगा। श्रमिकों के बैंक खातों में जमा कराई गई राशि के विवरण बाबत उपापन संस्था की संतुष्टि होने पर ही संवेदक को आगामी माह के बिल का भुगतान किया जायेगा।

(viii) श्रम विभाग द्वारा निर्धारित न्यूनतम मजदूरी दर के अनुसार श्रमिकों को मजदूरी के भुगतान करने का दायित्व सम्बन्धित संवेदक का होगा।

(ix) श्रमिकों को निर्धारित न्यूनतम मजदूरी का भुगतान सुनिश्चित करने के लिये श्रमिकों अवधि के दौरान न्यूनतम मजदूरी दर में श्रम विभाग की अधिसूचना से समय-समय पर वृद्धि होने पर उपापन संस्था द्वारा संवेदक को बढ़ी हुई न्यूनतम मजदूरी की हीना तक अन्तर राशि का भुगतान किया जा सकेगा।

(x) संवेदक को राज्य/केन्द्र सरकार की नवीनतम दरों को अनुसार अपने समस्त श्रमिकों का नियमानुसार ई.पी.एफ एवं ई.एस.आई जमा कराना होगा, जिसमें निर्धारित श्रमिकों की मजदूरी राशि से कटौती और संवेदक का अंशदान शामिल होगा। संवेदक द्वारा अपने आगामी माह के बिल के साथ गत माह के पेटे श्रमिकों के ई.पी.एफ और ई.एस.आई के

(xvi) नियोजित श्रमिकों को 240 दिवस पूर्ण कल लिये जाने पर औद्योगिक विवाद अधिनियम, 1974 में विहित प्रावधानों, के अनुसार श्रम नियोजित श्रमिकों को हटाने, कार्यमुक्त करने, नोटिस देतान, छुटनी, मुआवजा आदि देने का शमस्त उतारदायित्व संवेदक का होगा।

(xvii) कार्य सम्पादन अवधि के दौरान कार्य के संबध/संदर्भ में किसी भी प्रकार की क्षतिपूर्ति या मुआवजा देने/ई.एस.आई करवाने/सामुहिक दुर्घटना बीमा कराने इत्यादि की जिम्मेदारी एवं दायित्व संवेदक का होगा, इसके लिये उपापन संस्था की कोई जिम्मेदारी नहीं होगी।

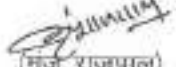
(xviii) यदि संवेदक द्वारा नियमानुसार निर्धारित न्यूनतम मजदूरी का भुगतान नहीं किए जाने की शिकायत उपापन संस्था को प्राप्त होती है तो उपापन संस्था इस संबध में श्रम विभाग को अनिवार्य रूप से सूचित करेगी और, नियमानुसार आवश्यक होने की स्थिति में संवेदक को Debar कराने की कार्यवाही करेगी।

(xix) यदि किसी संस्था द्वारा कार्य की विशिष्ट प्रकृति के मद्देनजर किसी निर्धारित प्रतिशत में कोई अतिरिक्त राशि मानव संसाधन हेतु स्वीकृत करा रखी हो, तो जस्त अतिरिक्त राशि को न्यूनतम मजदूरी में सम्मिलित नहीं करते हुए, इसे पृथक से भुगतान हेतु अंकित किया जायेगा। उदाहरण के लिए यदि किसी उपापन संस्था द्वारा अतिरिक्त राशि के रूप में न्यूनतम मजदूरी का 10 प्रतिशत की सकल स्वीकृति प्राप्त कर रखी है तो न्यूनतम मजदूरी के ऊपर 10 प्रतिशत का पृथक से भुगतान संवेदक को किया जायेगा। उक्तानुसार विशिष्ट कार्य करने वाले सम्बन्धित श्रमिक को 10 प्रतिशत (न्यूनतम मजदूरी का) अतिरिक्त भुगतान करने का दायित्व सम्बन्धित संवेदक का होगा।

(xix) उपापन संस्था द्वारा संवेदक को कार्य आदेश जारी करने के पश्चात् कार्यादेश की प्रति श्रम विभाग को सम्बन्धित जिला स्तरीय अधिकारी एवं श्रम विभाग मुख्यालय को अनिवार्य रूप से प्रेषित की जायेगी।

शमस्त उपापन संस्थाओं को निर्देशित किया जाता है कि राजस्थान लोक उपापन में पारदर्शिता अधिनियम, 2012 एवं नियम, 2013 के अध्याधीन अन्य आवश्यक शर्तों के साथ-साथ उक्तानुसार शर्तों को बोली दस्तावेजों में अनिवार्य रूप से सम्मिलित करना सुनिश्चित करें ताकि श्रम विधि के अन्तर्गत निर्धारित नियमों, उपनियमों व अधिसूचनाओं तथा केन्द्र/राज्य सरकार द्वारा समय-समय पर जारी किये गये दिशा-निर्देशों की पालना की जा सके। उक्तानुसार शर्त संख्या (ii) से (xix) का समावेश सफल बोलीदाता/संवेदक से किए जाने वाले अनुबंध में अनिवार्य रूप से किया जाए। इसमें किसी भी प्रकार की उदासीनता को राज्य सरकार द्वारा अत्यन्त गंभीरता से लिया जायेगा।

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(न्यू राजपाल)
शासन सचिव,
चित्त (कजट)

5/6

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प्रतिलिपि सूचनार्थ एवं आवश्यक कार्रवाई हेतु-

1. अति. मुख्य सचिव/प्रमुख शासन सचिव/शासन सचिव (समस्त)
2. विभागाध्यक्षगण (समस्त)
3. निदेशक, वित्त (बजट) विभाग
4. संयुक्त शासन सचिव, वित्त (नियम) विभाग
5. वित्तीय सलाहकार/मुख्य लेखाधिकारी (समस्त)
6. उमापन संस्थाएं (समस्त)
7. एसपीपीपी पोर्टल पर प्रकाशनार्थ
8. अति. निदेशक (कम्प्यूटर्स) वित्त विभाग, को वित्त विभाग की वेबसाइट पर प्रकाशनार्थ

संयुक्त शासन सचिव
वित्त (G&T) विभाग

6/6

4.9 FORM-I DECLARATION BY JV/CONSORTIUM

Application

[On Company's Letter Head (each member in case of Consortium)]

The Director (O&S),
404, 4th Floor, Admin Building,
Jaipur Metro Rail Corporation,
Mansarovar Depot,
Bhriagu Path, Jaipur-302020

Sub: -CLEANING, WAX POLISHING & FLOOR POLISHING OF ROLLING STOCK AND HOUSEKEEPING OF MANSAROVAR DEPOT

NIB No.: JMRC/O&S/RS/2024-25/NIB/014

Dear Sir,

1.0 We wish to confirm that our company/firm (delete as appropriate) has formed/intends (delete as appropriate) to form a consortium with _____ (member to insert names of all other members of the consortium) for the purpose associated with the Bid.

2.0 We understand that in the event of any information furnished by us found, even at a later date, to be incorrect or any material information having been suppressed, JMRC may take appropriate action as under: -

- i) Our name may be removed from the list of shortlisted applicants at any time during the Bid process or after award of the contract.
- ii) Any Bid submitted by us on the basis of short-listing may not be considered.
- iii) If any Bid from us is accepted and a contract awarded to us on the basis of our short listing, the Bid acceptance may be withdrawn and the contract awarded to us cancelled without any financial claim / Arbitration request from our side.

[Member(s) who are not the lead member of the consortium should add the following paragraph]

3.0 The consortium is led by _____ (member to insert name of lead member) whom we hereby authorize to act on our behalf for the purposes of applying for this Bid.

[Member who is the lead member of the consortium should add the following paragraph]



4.0 In this consortium we act as lead member and for the purposes of applying for the NIB No. JMRC/O&S/RS/2024-25/NIB/014, represent the consortium.

5.0 In the event of our consortium is awarded the Contract we agree that we will be jointly (with other members of our consortium) and severally liable to Jaipur Metro Rail Corporation Limited. (JMRC), its successors and assigns for all obligations, duties and responsibilities arising from or imposed by any contract subsequently entered into between JMRC and our consortium.

6.0 Equity shareholding of constituent members of the consortium is as under –

S/N	Consortium Member Name	Equity Stake (%) in the Consortium	Role of the Member in the Consortium (whether Lead Member/Member)
1			
2			
3			

Yours faithfully,

Signature of Authorized Signatory _____

Name of Authorized Signatory _____



4.10 FORM-J CONSORTIUM AGREEMENT/MEMORANDUM OF AGREEMENT

This Consortium Agreement/Memorandum of Agreement is executed at Jaipur on this _____ day of _____, 2025.

BETWEEN / AMONG

M/s _____, Individual / Firm / Company incorporated under the Companies Act, 1956 and having its Office at _____ [acting through its _____ duly authorized by a resolution of the Board of Directors dated _____] (hereinafter referred to as the 'LEAD MEMBER' which expression unless excluded by or repugnant to the subject or context be deemed to mean and include its successors in interest, legal representatives, administrators, nominees and assigns) of the ONE Part;

AND

M/s _____, Individual / Firm / Company incorporated under the Companies Act, 1956 and having its Office at _____ [acting through its _____ duly authorized by a resolution of the Board of Directors dated _____] (hereinafter referred to as the ('Participant member') which expression unless excluded by or repugnant to the subject or context be deemed to mean and include its successors in interest, legal representatives, administrators, nominees and assigns) of the OTHER/SECOND PART

[AND

M/s _____, Individual / Firm / Company incorporated under the Companies Act, 1956 and having its Office at _____ [acting through its _____ duly authorized by a resolution of the Board of Directors dated _____] (hereinafter referred to as the ('Participant member') which expression unless excluded by or repugnant to the subject or context be deemed to mean and include its successors in interest, legal representatives, administrators, nominees and assigns) of the third PART]

Whereas Jaipur Metro Rail Corporation Limited (hereinafter referred to as 'JMRC') has invited NIB No. JMRC/O&S/RS/2024-25/NIB/014 for CLEANING, WAX POLISHING & FLOOR POLISHING OF ROLLING STOCK AND HOUSEKEEPING OF MANSAROVAR DEPOT.

AND WHEREAS the parties hereto have discussed and agreed to form a Consortium for participating in the aforesaid application and have decided to deduce the agreed terms in writing.

Now This Consortium Agreement/Memorandum of Agreement Hereby Witnesses:

1. That in the premises contained herein, the Lead Member and the Participant Member(s) having decided to pool their technical know-how, working experiences and financial resources, have formed themselves into a Consortium to participate in this JMRC's bid.
2. That the members of the Consortium have represented and assured each other that they shall abide by and be bound by the terms and conditions stipulated by JMRC for the bid.
3. That the Consortium has agreed to nominate _____ as the common representative who shall be authorized to represent the Consortium for all intents and purposes for dealing with JMRC and for submitting the bid as well as doing all other acts and things necessary for submission of the Bid.
4. That the share holding of the members of the Consortium for this specified purpose shall be as follows:
 - (i) The Lead Member _____ shall have ____ per cent (___%) of share holding with reference to the Consortium for this specified project.
 - (ii) The Participant Member _____ shall have ____ (___%) of share holding with reference to the Consortium for this specified project.
 - (iii) [The Participant Member _____ shall have ____ (___%) of share holding with reference to the Consortium for this specified project.]
5. That in order to fulfill the requirement of the bid process and also keep an altogether separate legal entity of the Consortium, the Members of the Consortium undertake to provide their own nominees as share holders to the extent of their respective share holding for the purpose of formation of a Special Purpose Company (SPC) through which the Consortium proposes to undertake the work.
6. That in case to meet the requirements of bid or any other stipulations of JMRC, it becomes necessary to execute and record any other documents amongst the members of the Consortium, they undertake to do the needful and to participate in the same for the purpose of the said project.
7. That it is clarified by and between the members of the Consortium that execution of this Consortium Agreement/Memorandum of Agreement by the members of the Consortium does not constitute any type of partnership for the purposes of provisions of the Indian Partnership Act and that the members of the Consortium shall otherwise be free to carry on their independent business or commercial activities for their own respective benefits under their own respective names and styles. This Consortium Agreement is limited in its operation to the specified project.



8. That the Members of the Consortium undertake to specify their respective roles and responsibilities for the purposes of implementation of this Consortium Agreement and the said project if awarded to the Consortium in the Memorandum & Articles of Association of the proposed Special Purpose Company to be got incorporated by the Consortium Members to meet the requirements and stipulations of JMRC.

IN FAITH AND TESTIMONY WHEREOF THE PARTIES HERETO HAVE SIGNED THESE PRESENTS ON THE DATE, MONTH AND YEAR FIRST ABOVE WRITTEN.

1. ()
Authorized Signatory
()
For (Name of company)

2. ()
Authorized Signatory
()
For (Name of company)

3. ()
Authorized Signatory
()
For (Name of company)

Enclosure: Board resolution of each of the Consortium Members authorizing:

- (i) Execution of the Consortium Agreement, and
- (ii) Appointing the authorized signatory for such purpose.



4.11 FORM T-I GENERAL INFORMATION AND JOINT VENTURE DATA

Notes:

- I. Attach an attested photocopy of Certificate of Registration and ownership as well as of Constitution and legal status.*
- II. In case of Joint Venture / Consortium, attach an attested photocopy of Agreement Indicating inter alia distribution of responsibilities among the members / constituents.*

1 Bidder Company details (in case of consortium, details of Lead Partner)

- (a) Name of Bidder Company:
- (b) Address of the corporate headquarters and its branch office(s), if any, in India:
- (c) Date of incorporation and/ or commencement of business:

2 Particulars of the Authorised Signatory of the Applicant:

- (a) Name:
- (b) Designation:
- (c) Address:
- (d) Phone Number:
- (e) Fax Number:

3 PAN Number (attach photocopy):

4 GST. No (attach copy of the registration certificate):

5 PF and ESI compliance

- a. PF registration no.:
- b. ESI registration no.:
- c. Code no. as per ESI Act 1948.

6 Bank Account Details (for purpose of receiving payment from JMRC) :

- a. Name of the Account Holder:

-
- b. Name of the Bank:
- c. Branch Address:
- d. 9-digit MICR Code:
- e. Account type (SB, Current, Cash Credit A/c, etc.):
- 7 Valid ISO 9001: 2015 certificate enclosed
(Yes/No)
- 8 In the case of a consortium:
- a. Names of participating members / constituents
- (a)
- (b)
- (c)
- b. Address, telephone, Tele-fax and email of each members / constituent.
- | | Registered Office | Office for correspondence |
|-----|-------------------|---------------------------|
| (a) | _____ | _____ |
| | _____ | _____ |
| (b) | _____ | _____ |
| | _____ | _____ |
| (c) | _____ | _____ |
| | _____ | _____ |
- c. Distribution of responsibilities among partners / constituents.
(Among other details, specify the sub-items of works for which each of the partners / constituents would be responsible).
- d. Date and place of joint Venture/ Consortium Agreement.
-
- e. Names and Addresses of Bankers to the Joint Venture/ Consortium
- f. Names and Addresses of Associated Companies to be involved in the Project and whether Parent / subsidiary/ others.
- g. If the company is subsidiary, what involvement, if any, will the Parent Company have in the Project?



4.12 FORM T-II EXPERIENCE RECORD

1. Total number of years of experience in "HOUSEKEEPING SERVICES FOR CLEANING, WAX POLISHING & FLOOR POLISHING OF ROLLING STOCK AND HOUSEKEEPING OF MANSAROVAR DEPOT" services.
2. Details of experience in CLEANING, WAX POLISHING & FLOOR POLISHING OF ROLLING STOCK AND HOUSEKEEPING OF MANSAROVAR DEPOT" as required by JAIPUR METRO RAIL CORPORATION for last five years.

Sl. No.	Date of start of work	Date of completion of work (including time extension)	Period of work execution	Details of work handled	Total Cost of work in Rs.	Remark
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Notes :

- (i) Details preferably should be in above format.
- (ii) The details of work including the cost of the work and date of completion etc. should be supported by notarized/attested and self-certified copy of each of the work Completion certificates issued by
 - a) an officer not below the rank of Executive Engineer or equivalent in case of work done for a Central/State Govt. Department and corresponding PSU's.
 - b) a Chartered Accountant under his seal and signature, in case of work done for private entities.
- (iii) Additional pages may be attached if required. All the pages must be signed by the authorized signatory of the Bidder.



**4.13 FORM T-III RESOURCES PROPOSED FOR THE WORK – PERSONNEL
(FOR MANSAROVAR TRAIN DEPOT and 10 NO TRAIN 4 CAR EACH)**

S.No.	Designation	Min. No. of Personnel required for 10 no. Trains (Each train is 4 coach configuration)	Min. No. of Personnel proposed to be deployed For 10 Trains (Each train is 4 coach configuration)	Min. No. of Personnel required (for Housekeeping) in Depot	Min. No. of Personnel proposed to be deployed (for Housekeeping) in Depot	Relevant Years of Experience in cleaning & Housekeeping	
						Minimum experience Required (Yrs)	Proposed experience
1	Team Leader (20% Higher of Supervisors Wages)	-		01		2	
2	Supervisors (20% Higher of highly skilled staff)	01		02		1	
4	Housekeeping/Trained staff (15% higher of skilled minimum wages)	11		24			
	Total	12		27			



4.13.1 Tentative MANPOWER REQUIREMENT (estimation purpose) FOR TRAIN CLEANING ACTIVITIES of 10 trains 4 cars each.

S.No	Activity	Frequency of Activity	Persons Required per 4 car activity	Time Allowed (Hrs.)
1.	Daily Light Cleaning	Daily (6 trains)	5	2
2.	Cleaning of Roof:	Monthly	5	4
3.	Heavy Cleaning Internal:	Monthly	9	4
4.	Floor polishing	Quarterly	4	3
5.	Wax Polishing	Six Monthly	4	5
6.	Heavy Cleaning External	Monthly	5	4

4.13.2 TANTATIVE MANPOWER REQUIREMENT (ESTIMATION PURPOSE) FOR HOUSE KEEPING ACTIVITIES IN DEPOT PREMISES

S.no	Manpower	Requirement in Depot Premises	Remarks
1	Team Leader	1	Total staff 27
2	Manager	0	
3	Supervisor(Highly Skilled)	2	
4	Housekeeping Staff(Skilled)	24	



Note:

- a. No Deviation in the Deployment of min. no. of personnel for Train Cleaning and Cleaning & Housekeeping shall be acceptable. If any Bidder proposes deviation in the Bid, such Bid shall not be considered and shall be rejected.
- b. The personnel shall be deployed by the contractor proportionate to actual no. of trains required to be cleaned.
- c. In order to achieve a very high standard of Train cleaning & Housekeeping, if required, more no. of personnel than the min. no. of personnel as mentioned above can be deployed. However, the Deployment of personnel shall never be less than the min. no. of personnel to be deployed as mentioned above.
- d. The Min. no. of personnel as mentioned above are required to be deployed on a daily basis in various shifts of the day as specified in this Bid.
- e. Any Personnel required to be deployed for taking care of Leave Reserve & Rest givers etc. have to be additionally provided by the contractor as per the Statutory norms or rules etc. as applicable.
- f. The CVs of the Team Leader, Managers are to be submitted along with the Bid. All CVs are to be signed by the proposed personnel and shall be verified by the Bidder.



4.14 FORM T-IV RESOURCES PROPOSED FOR THE WORKS - MACHINERY & EQUIPMENT (FOR MANSAROVAR DEPOT)

- (i) Bidder may list out the requirements of different types of Machinery and Equipment for completion of the work up to 12 months and furnish details relating to them in the Performa given below.
- (ii) If the number of units available of any particular type of equipment is less than the requirement, the Bidder should indicate how he proposes to meet the shortfall.

S. No.	Type of Equipment required for the work	Make/Model	Min. Equipment required for the work	Details of equipment proposed by Bidder			Remarks if any Whether contractor is having the capacity to keep the equipment in good fettle. If yes, give details of the maintenance system i.e. In house or through External agencies.
				Quantity	Make	Model	
1	Compact scrubber drier for under seat cleaner (height 350 mm approx.)		1				
2	Portable type Wet & Dry Vacuum cleaner for under seat cleaner (height 350mm approx.)		1				
3	Portable type Single Disc Mini Scrubber		2				
4	Wax Polishing Machines		1				
5	Glass cleaning tools with long handles		5				
6	High rise ladders (non-conductive)		2				

	Height 20 feet					
7	petrol engine/Battery Operated Horticulture Grass cutting machine (Cutting width 28" or more)		1			
8	Petrol/kerosene/diesel operated grass/hedge (bent shaft) trimmer		2			
9	Petrol/kerosene/battery operated weed/Bush/hedge (with blade) cutter machine		1			
10	Electric operated Industrial drier cum scrubber for shop floor/office		1			
11	Battery operated Industrial drier cum scrubber for shop floor/office		1			
12	Two bucket trolley system(per year)		4			
13	Petrol/diesel operated Automatic chainSaw wood cutter		1			

14	Wet & Dry vacuum cleaner (For workshop/IBL or other area)	1				
15	Ride on sweeper machine for road	1				
16	Cold Water High pressure washer/jet	2				
17	Axe	2				
18	Trowel	4				
19	Spade with Wooden Handle	4				
20	Wooden Handle Hedge Cutter	6				
21	Hand Sickle with wooden handle	8				
22	Garden Pipe 1/2 " (feet)	300				
23	Scrubber brush for floor Scrubbing Machine(per year)	2				
24	Cutter of Grass cutting machine(per year)	4				
25	Cutter of weed/bush cutting machine	4				
26	String for grass cutting machine	6				

	Bundle (per year)					
27	Petrol/Kerosene for Weed/Bush and grass cutter machine(per year)(ltr)		415			

Note:

1. THE QUANTITIES SHOWN ABOVE ARE THE MINIMUM REQUIRED FOR THE WORK. NO DEVIATION FROM THE MINIMUM QUANTITY AS MENTIONED ABOVE SHALL BE ACCEPTABLE. CONTRACTOR SHALL **USE NEW MACHINE OF SAME MAKE AND MODEL**, AS SPECIFIED IN ABOVE TABLE. HOWEVER CONTRACTOR CAN ALSO PROPOSE AND USE THE EQUIVALENT MACHINE/HIGHER MODEL OF MAKE "MAN MACHINE/KARCHER/JOHNSON DIVERSY/ROOTS/EUREKA FORBES/CHARNOCK" ONLY WITH APPROVAL OF JMRC.

2. CONTRACTOR WILL BE PERMITTED TO SUPPLY ADDITIONAL MACHINERY OVER AND ABOVE THE MINIMUM MACHINERY QUANTITY FOR CLEANING/HOUSKEEPING TO IMPROVE THE CLEANING/HOUSEKEEPING STANDARD OR DURING SPECIAL OCCASION. SUCH ADDITIONAL MACHINERY PROVIDED MAY BE SUPPLIED WITH PRIOR PERMISSION OF ENGINEER IN- CHARGE.

3. ALL EQUIPMENTS AND MACHINES EMPLOYED IN MECHANIZED CLEANING AND HOUSEKEEPING WORKS SHALL BE OF LATEST VERSION MAKE AND MODEL. ALL THE MACHINES SHOULD BE BRAND NEW AND SHOULD BE COVERED ONE YEAR WARRANTY AND AFTER THAT UNDER AMC/CMC TILL COMPLETION OF CONTRACT (INCLUDING EXTENDED PERIOD).



4.15 FORM T-V FINANCIAL DATA

a. Total value of work done during the Last five Years (For each member in case of Joint Venture/Consortium)

S.No.	Description	Year 2019- 2020(Rs.in Lacs)	Year 2020- 2021 (Rs.in Lacs)	Year 2021- 2022 (Rs.in Lacs)	Year 2022- 2023 (Rs.in Lacs)	Year 2023- 2024 (Rs.in Lacs)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Total value of work done					

Note:

1. Attach the following:

(In case of consortium/joint venture enclose the following documents of all partners)

- a) Attested copies of the financial statements of the last three financial years (which are audited), duly certified by Chartered Accountant.
- b) Income Tax Return for last three years.



b. List of all Ongoing Contracts

Name of the applicant (constituent member in case of Group)	Total number of works in hand	Number of contracts of each type		Number for which applicant went in for		Number of contracts in which date of completion given in the original has already burst	**Total value of balance works yet to be done in Rupee equivalent as on 31/03/2025					
				Arbitration	Litigation		Year 2020-2021 (Rs.in Lacs)	Year 2021-2022 (Rs.in Lacs)	Year 2022-2023 (Rs.in Lacs)	Year 2023-2024 (Rs.in Lacs)	Year 2024-2025 (Rs.in Lacs)	

Note:

Applicant (each member of the group) should provide information on their current commitments or all contracts that have been awarded or for which a letter of intent or acceptance has been received or for contracts approaching completion but for which a completion certificate is yet to be issued.

Form T- VI Deleted

4.16 FORM T-VII INDOOR/OUT DOOR PLANTS PROPOSED FOR THE WORK

(A) Indoor Plants:

SL. No.	Proposed Type of Indoor Plants as per Winter Season(Life one year with 1.5 to 2 feet height)	Proposed Type of Indoor Plants as per Summer Season(Life one year with 1.5 to 2 feet height)
1		
2		
3		
4		
5		
8		
9		
10		
11		
12		
13		
14		
TOTAL		

(B) OUTDOOR (PARTIAL OPEN/PARTIAL SHADE AREAS):

SL. No.	Proposed Type of outdoor Plants as per Winter Season(Life one year with 1.5 to 2 feet height)	Proposed Type of outdoor Plants as per Summer Season(Life one year with 1.5 to 2 feet height)
1		
2		
3		
4		
5		

6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
	TOTAL	

NOTE: Successful Bidder will have to submit a detailed list of Indoor/Outdoor plants for approval by the JMRC.

All the leftover indoor/outdoor plants will be the property of JMRC after completion of contract.



4.17 FORM T VIII INDEMNITY (to be filled by contractor)

I on behalf of M/s hereby agree and undertake that I have understood all the safety rules and procedures and all staff working on behalf of M/s will abide by all safety rules and procedures. I declare that I M/s will be responsible for any safety violations/ accident etc. JMRC will not be responsible in case of any accident / incident and will not compensate financially or otherwise.

I hereby declare that I am sole responsible on behalf of M/s., for giving such declaration.

Name of Indemnifier

Signature of Indemnifier

Stamp/Seal of the Indemnifier /Contractor

4.18 FORM T-IX INDEMNITY

(To be filled by contractor staff individually)

I hereby agree and undertake that I have understood all the safety rules and procedures and I will abide by all safety rules and procedure. I declare that I will be responsible for any safety violations/ accident etc. JMRC will not be responsible in case of any accident / incident and will not compensate financially or otherwise.

Name of Indemnifier

Signature of Indemnifier

Name of Contractor

Signature of Contractor



FORM T-X

4.19 FORM T-X CURRICULUM VITAE (to be filled by all staff)

Affix self-
attested
photograph

NAME

: _____

FATHER NAME:

DATE OF BIRTH

:

PERMANENT ADDRESS

: _____

RESIDENTIAL ADDRESS

:

MARITAL STATUS

: _____

EDUCATIONAL QUALIFICATION

: _____

TECHNICAL QUALIFICATION

: _____

Signature of Authorised Signatory

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EXPERIENCE

: _____

LANGUAGE KNOWN

: _____

NATIONALITY

: _____

CATEGORY

: _____

DATE:

PLACE:

Thumb Impression

SIGNATURE

Designation of staff

.....

(To be filled by contractor)

Attested by authorised person:

(Seal & Signature of proprietor)

Phone/Mobile No: -

Signature of Authorised Signatory

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4.19.1 T-XI FORM OF BANK DETAILS FOR E-PAYMENT

Beneficiary name:

Beneficiary Address :

Line-1:	
Line-2:	
District/City:	State:
Pin Code:	Tele/Fax:
Mobile alert:	

Bank Details:

Bank Name:	
Branch Name and Address:	
Beneficiary A/C No.	Beneficiary A/C Type (Saving/Current):
Beneficiary A/c Name:	
Nine - Digit branch MICR Code:	
IFSC Code of the branch:	

Stamp & Signature of Authorized Signatory



4.20 Annexure- A

OBLIGATION / COMPLIANCE TO BE ENSURED BY CONTRACTOR

S.No.	Items	Compliance of Contractor (To be filled by Contractor)	
		YES	NO
1	License for employing minimum 50 contract labour		
2	Compliance of Minimum wages Act by Payment of wage on 7 th of every month in the presence of nominated representative of employer(for first month) or Bank Payment.		
3	Compliance of provisions of ESI, PF and Workmen compensation Act		
4	To ensure treatment in case of accident / injuries suffered in performance of work including wages and compensation under WC Act.		
5	Send Accident report to Regional Labour Commissioner (RLC).		
6	Observance of working hours, weekly rest and overtime payment as per section 28 of BOCW Act.		

Note: A non-filling or 'NO' by contractor will leads to non eligibility for contractor in further Bidding process.

Signature with Seal of Contractor/Proprietor

4.21 Annexure B: DECLARATION BY THE BIDDER REGARDING QUALIFICATIONS

Declaration by the Bidder

In relation to my/our Bid submitted to for procurement of in response to their Notice Inviting Bids No..... Dated I/we hereby declare under Section 7 of Rajasthan Transparency in Act, 2012, that:

1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and Government or any local authority as specified in the Bidding Document;
3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons.
4. I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings.
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;
6. I do not have been debarred either by procuring entity or State Govt. in pursuance to the process of debarment specified in RTPPR, 2013
7. I/we will not sublet the contract, if awarded.

Date:

Signature of bidder

Place:

Name:

Designation:

Address:



4.22 Annexure C:GRIEVANCE REDRESSAL DURING PROCUREMENT PROCESS

The designation and address of the First Appellate Authority is MD,
JAIPUR METRO RAIL CORPORATION, JAIPUR.

The designation and address of the Second Appellate Authority is Chairman,
JAIPUR METRO RAIL CORPORATION, JAIPUR.

(1) Filing an appeal

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued there under, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings:

Provided further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filed only by a Bidder whose Technical Bid is found to be acceptable.

- (2) The officer to whom an appeal is filed under para(1) shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within thirty days from the date of the appeal.
- (3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.

(4) Appeal not to be in certain cases



No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

- (a) determination of need of procurement;
- (b) provisions limiting participation of Bidders in the Bid process;
- (c) the decision of whether or not to enter into negotiations;
- (d) cancellation of a procurement process;
- (e) applicability of the provisions of confidentiality.

(4) Form of Appeal

- (a) An appeal under para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
- (c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorized representative.

(5) Fee for filing appeal

- (a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
- (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a

Scheduled Bank in India payable in the name of Appellate Authority concerned.

(6) Procedure for disposal of appeal

- (a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
- (b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,-
 - (i) Hear all the parties to appeal present before him; and
 - (ii) Peruse or inspect documents, relevant records or copies thereof relating to the matter.



- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- (d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.



4.23 ANNEXURE D: CHECKLIST OF DOCUMENTS TO BE SUBMITTED WITH THE BID

S. No.	Documents	Enclosed Yes/No	Remarks
(A)	To be deposited Physically at JMRC up to last date of submission of bid (In Original)		
i.	DD/proof of fee deposition for Bid cost in favour of Jaipur Metro Rail Corporation Ltd, Jaipur.		
ii.	Financial Instrument of bid Processing Fee payable in favor of MD, RISL, Jaipur		
iii.	Financial Instrument of EMD/Bid security amount in favour of Jaipur Metro Rail Corporation Ltd, Jaipur		
iv.	Notarized Form G on Non- judicial stamp paper of Rs. 500/-		
(B)	Through Online Mode on Eproc.rajasthan.gov.in (Signed & Scan copy)		
v.	Complete, filled Bid document with seal and signed with any addendum/corrigendum/minutes of pre-bid meeting if issued.		
vi.	Bidder has to submit Copy of performance report/work completion certificate during last 5 financial year for : a.) Three similar satisfactorily completed works each costing not less than the amount equal to approx. 40% of the Estimated Cost or b.) Two similar satisfactorily completed works each costing not less than the amount equal to approx. 50% of the Estimated Cost or c.) One similar satisfactorily completed works each costing not less than the amount equal to approx. 80% of the Estimated Cost		
vii.	<u>Financial Standing (Annual Turnover):</u> Copy of annual turnover proof of applicant during last three audited financial years. To substantiate the Annual Turnover, Contractor needs to submit the Chartered Accountant (CA) Certificate.		
viii.	Copy of PF registration Certificate and copy of last 3 month EPF challan		
ix.	Copy of ESI registration Certificate		
x.	Copy of valid ISO 9001: 2015 Certificate		

S. No.	Documents	Enclosed Yes/No	Remarks
xi.	Copy of GST Certificate & PAN Certificate with Seal and signed		
xii.	Copy of Registration certification of the firm / partnership deed / Certificate of incorporation etc. OR Copy of Articles of Association & Memorandum of Association (if applicable)		
xiii.	Copy of valid labour license for employing minimum 50 labour		
xiv.	Proof of board resolution/power of attorney, in vogue for signing of bid document (Refer form 'F' of bid)		
xv.	Relevant forms mentioned in clause 4 to be filled and signed		
xvi.	Any other document if bidder wants to submit.		



5 ANNEXURE E: FINANCIAL BID (BILL OF QUANTITIES)

The following format is to be filled and submitted online by the Bidder.
IMPORTANT: The tables as reproduced below are for reference only and the same are not to be submitted in hard form.

5.1.1 Format of Bill of Quantities (to be filled online only)

Item Rate B/Q

Tender Inviting Authority: EXECUTIVE DIRECTOR (ROLLING STOCK), JMWV METRO RAIL CORPORATION LTD

Name of Work: CLEANING, WAX POLISHING & FLOOR POLISHING OF ROLLING STOCK AND HOUSEKEEPING OF MANSAROVAR DEPOT

Contract No: JMRC/O&S/RS/2024-25/NIB/014

Name of the Bidder/ Bidding Firm/ Company											
<p>PRICE SCHEDULE: (This B/Q template should not be modified/implemented by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the bidder rates and values only)</p> <p>1. Before filling the rates, the bidders are advised to refer to scope of work of bid document. Payment will be made on the basis of activity wise breakup as mentioned in schedule 1 and schedule 2 of clause 5.10 of bid document which prescribes the weightage for various sub activities.</p> <p>2. Before bidding, the bidders are also advised to refer to the machinery and consumables requirement as given in clause 5.11 of bid document for the purpose of estimating their cost.</p> <p>3. The quantity of work and availability of site may vary as per site requirement during contract period.</p> <p>4. The payment will be made on actual work done basis for the units stipulated and for the period of maintenance.</p> <p>5. Only equal or positive variation of quoted amount for labour charges will be permitted, if the wages for labour quoted by the bidder is found to be less than the prescribed wages in sub. 1.01, 1.02 and 1.03 of B/Q, the bid will be summarily rejected.</p> <p>6. Service Charge or administration charge per day must be quoted greater than Rs. 1.</p> <p>7. only column 12 and name of bidder is to be filled by bidder.</p> <p>8. While quoting rates, Bidder shall take into account compliance of minimum wages, PF, ESI etc. No other charges will be given to the contractor except GST. Rates may be quoted in INR only.</p>											
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	TEXT	NUMBER	NUMBER	NUMBER #	NUMBER #	TEXT #	
Sl. No.	Item Description	Quantity	Units	BASIC RATE in Figures To be entered by the Bidder (Without GST) Ru. P	% Change from prevailing minimum wages of	EPF @ 11%	ESI @ 1.25%	TOTAL AMOUNT Without Taxes in Ru. P	TOTAL AMOUNT With GST for 60 Years in Ru. P	TOTAL AMOUNT With Tax In Words	
1	2	3	4	5	6	7	8	9	10	11	12
1. Category of Labour											
1.01	Unskilled (Below) Quoted amount should not be less than Rs 316.00	30,000	Nos		-100.00	0.0000	0.0000	0.0000	0.0000	INR Zero Only	
1.02	Skilled (High) Quoted amount should not be less than Rs 451.00	2,000	Nos		-100.00	0.0000	0.0000	0.0000	0.0000	INR Zero Only	
1.03	Team Leader (20 % higher than Highly Skilled may be consistently) Quoted amount should not be less than Rs 507.00	1,000	Nos		-100.00	0.0000	0.0000	0.0000	0.0000	INR Zero Only	
2. Machinery Charges											
2.01	Machinery Rental/Day	730,000	Days					0.0000	0.0000	INR Zero Only	
2.02	ACS WORK	240,000	Nos					0.0000	0.0000	INR Zero Only	
2.03	Waste Disposal	208,000	Days (or weekly)					0.0000	0.0000	INR Zero Only	
3. Material, Chemical/Consumable Charges											
3.01	Material & Chemical Charges/Day	730,000	Days					0.0000	0.0000	INR Zero Only	
4. Service or administration Charges/Day											
		730,000	Days					0.0000	0.0000	INR Zero Only	
Total in Figures								0.00	0.00	INR Zero Only	
Quoted Rate in Words								INR Zero Only			